BY ORDER OF THE COMMANDER
SCOTT AIR FORCE BASE

SCOTT AIR FORCE BASE
INSTRUCTION 13-201

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Space, Missile, Command and Control

AIRFIELD MANAGEMENT AND
AIR TRAFFIC CONTROL

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This instruction provides guidance for aircraft, vehicle and personnel operations at Scott Air Force Base and the portion of MidAmerica Airport (MAA) that is part of the Controlled Movement Area (CMA). Procedures established in this instruction apply to personnel assigned to the 375th Air Mobility Wing (AMW), 932d Airlift Wing (AW), 126th Air Refueling Wing (ARW), other units assigned to Scott AFB and to personnel and aircraft that transit Scott AFB in a temporary duty status. The MAA maintains separate operating policies governing aircraft and vehicle operations on aircraft ramps or aprons. This instruction complies with requirements established in Air Force Instruction (AFI) 13-203, *Air Traffic Control*, AFI 13-204, *Functional Management of Airfield Operations,* and AFI 13-213, *Airfield Management,* instruction meets the requirement as the Scott AFB/MidAmerica Flight Procedures Manual, as established by the Joint Use Agreement, Exhibit B, Annex 1-Operations, dated April 25, 1997. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims/**. Refer recommended changes and questions about this publication to 375 OSS/OSA using the AF Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 from the field through the appropriate chain of command. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain records prescribed in the instruction is Title 10, United States Code, Section 8013. Privacy Act System of Records Notice F035 AFPC applies.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Numerous modifications were made to the engine run procedures; removed airfield driving procedures; modified airfield flightline diagrams.

Chapter 1

GENERAL INFORMATION

1.1. Scope. This instruction prescribes Air Traffic Control (ATC), Airfield Management (AM) and aircraft, vehicles, and personnel procedures for Scott AFB. AFI 13-204, *Functional Management of Airfield Operations*, attachment 3 specifies applicable items that must be addressed herein. Command and wing directives will be consulted in order to determine how to perform specific operations. The procedures described here are directive in nature and apply to personnel and aircraft assigned to Scott AFB; 375 AMW, 126 ARW, and 932 AW to include the Scott Aero Club. Deviations from the procedures outlined herein are authorized when flying safety dictates, or when directed by Kansas City Center, St. Louis Approach Control, Scott Air Force Base (SAFB) Tower (ATCT) or AM. **Note:** The use of "AM" throughout this instruction refers to 375th Operations Support Squadron Airfield Management (375 OSS/OSAA) unless prefixed otherwise.

1.2. Policy. Each partner unit or assigned organization is responsible for ensuring its personnel are familiar with this instruction.

1.2.1. Word Meanings. The following definitions apply within this instruction.

1.2.1.1. Shall, will or must - indicate a mandatory procedure.

1.2.1.2. Should - indicates a recommended procedure.

1.2.1.3. May or Need Not - indicates an optional procedure.

1.3. Quiet Hours for Special Events on and Around the Scott Airfield. The purpose of airfield quiet periods is to minimize aircraft and flight line noise from operations to Runway (RWY) 14R/32L, connecting taxiways (TWY) and ramps during scheduled SAFB ceremonies or activities.

1.3.1. Coordination for "Quiet Hours" requests will begin with the AM.

1.3.1.1. Contact AM to obtain a digital copy of the Quiet Hour Request. Submit the request no later than 5 days prior to the requested quiet hour(s) period.

1.3.1.2. AM will then forward the request through the 375 OSS Commander (CC) and 375th Operations Group Commander (375 OG/CC) for coordination. The 375 OG/CC is the approval authority for quiet hour request. The AM will provide notification of approved quiet hours to affected flying units and flight line agencies (including 375 AMW, 932 AW and 126 ARW Command Posts (CP)), and publish a local advisory in the local Notice to Airmen (NOTAM) section of the Department of Defense (DOD) NOTAMs.

1.3.1.3. Duration must be held to a minimum because of the impact to flying missions.

1.3.2. Airfield restrictions may include no taxiing or engine runs on the Main Ramp, no local pattern air traffic West of RWY 14R/32L, and/or transitions, departures, or arrivals on RWY 14R/32L. The 375 OG/CC may direct more or less stringent restrictions as the situation warrants.

1.3.3. The 375 AMW/CP must obtain 375 OG/CC's approval for mission aircraft operations West of RWY 14R/32L during quiet hour periods. The 375 AMW/CP will notify AM and ATCT of approved operations.

1.3.4. Normally, aircraft operations on the 126 ARW Ramp are not affected by airfield quiet periods. The 126 ARW engine runs during quiet periods require 126 ARW Logistics Group (LG) or 126 ARW/OG approval. The 126 ARW/CP will contact the 375 AMW/CP to inform them of the approval. The 375 AMW/CP will notify the 375 OG/CC and AM of the 126 ARW approved engine run.

1.4. Airfield Coordination Requirements. Airfield activities (air shows, aerial demonstrations, exercises, deployments, crane operations, construction projects, etc.) must be coordinated through AM in advance to ensure proper notification and coordination.

1.4.1. Crane operations present special problems around an airfield and must be coordinated through the 375th Civil Engineer Squadron (375 CES) a minimum of 45 days in advance of the requested operation to ensure a Federal Aviation Administration (FAA) Form 7460-1, *Notice of Proposed Construction or Alteration,* is filed as required by Federal Aviation Regulation (FAR) Part 77, *Objects Affecting Navigable Airspace*. The AM must be notified 5 days in advance of any crane operation to ensure flying operations are not impacted. **Note:** When the approved FAA Form 7460-1 is returned to the requester, a copy must be sent to the 375 CES and the 375 OSS/OSAA. Failure to coordinate may result in suspension of crane operations until approved for flight safety.

1.4.2. Temporary Construction Waivers. All proposed airfield construction must be coordinated 45 days in advance through the 375 CES Civil Engineering Asset Optimization (CEAO). See Unified Facilities Criteria 3-260-01 *Airfield/Heliport Planning Design* (UFC 3-260-01) for further instructions. In accordance with (IAW) AFI 13-213, the Airfield Manager (AFM) must have a copy of the approved waiver, signed by the 375 AMW/CC, prior to an airfield construction project starting.

1.4.2.1. Submit request for waivers through the 375 CES 60 days prior to project start date.

1.4.2.2. Detail obstructions requiring waivers, and procedures to mitigate safety hazards during the construction.

1.5. Airfield Construction. Persons initiating work projects on or near the airfield must coordinate the projects with the AM before the start of construction. This policy includes construction or repair activity in or around any part of the airfield environment, transitional surface areas, runway safety areas or clear zones and aircraft parking ramps or aprons. **Note:** Information about these areas may be obtained from the AM. If you are in doubt, coordinate with the appropriate agencies.

1.5.1. Coordination. The base civil engineers (375 CES) shall coordinate the location, dates, and times of construction and any restrictions to aircraft operations with the AM.

1.5.1.1. The AM will display airfield construction hazards on the Airfield Status Screen (found behind the AM duty desk and in the flight planning room).

1.5.1.2. Airfield construction within restricted areas requires the initiating agency to provide the escort for contracted personnel. **Note:** AM does not provide escort for airfield construction projects.

1.5.1.3. The AM will ensure all contractors are briefed and trained on safe flight line driving procedures IAW SCOTTAFBI 13-202, *Airfield Driving Instruction.*

1.5.1.4. The AM will be invited to all airfield pre-construction, work in-progress, and project acceptance construction meetings.

1.5.2. Activity. Construction activity on or adjacent to any aircraft movement area (RWYs, TWYs, ramps or parking aprons) must be well defined to contractors and users of the airfield by marked barricades. Barricades will be placed by CES or designated personnel in such a manner that inadvertent entry to the construction site by aircraft or vehicles is eliminated. The AFM will identify the location of barricades at pre-construction meetings and monitor their placement throughout the entire construction activity.

1.5.2.1. Low profile barricades with amber flashing lights are the preferred method of identifying construction areas on or very near the airfield. Non-lit low-profile barricades or orange traffic cones may be acceptable for daytime activity only, provided approval is obtained from AM. Specifications for barricade placement on or near the airfield may be seen in ETL 04-2, *Standard Airfield Pavement Marking Schemes*, or FAA Circular 150/5370-2, *Operational Safety on Airports During Construction*.

1.5.2.2. Debris from construction sites on or near taxiways or ramps must be stockpiled no closer than one half the wingspan, plus 50’ from the TWY/ramp centerline of the largest aircraft that may use the adjacent area. Preferably all construction debris should be removed immediately from the site. Dirt piles may not be higher than 3’ and no closer than 200’ from any NAVAID without the 375th Communication Squadron (375 CS) and the AM coordination.

1.5.2.3. The AM must approve construction vehicle access and haul routes to and from construction sites on the airfield. Construction crews must stay within approved construction boundaries and approved entry and exit routes when entering or leaving the construction zones.

1.5.2.4. Construction crews must clean aircraft movement pavement and surrounding safety areas to an acceptable condition before the area is opened for aircraft use. When construction is complete, the AM, the 375 AMW Safety (375 AMW/SE) and the 375 CES will inspect the surface and point out areas that need additional cleaning or repair. The area will be open to aircraft traffic only after all debris and barricades are removed and 375 CES, AM and 375 AMW/SE accepts the site.

1.6. Airfield Obstructions. The 375 CES and AM determine obstructions in the navigable airspace at SAFB. The 375 CES and AM will use UFC 3-260-01, AFMAN 11-226, *United States Standard for Terminal Instrument Procedures (TERPS),* and Code of Federal Regulation (CFR) Part 77, *Objects Affecting Navigable Airspace*, when determining obstacle criteria.

1.6.1. Headquarters Air Mobility Command-waived obstructions must be revalidated bi-annually. The 375 CES initiates the annual waiver revalidation and identifies all items that fall within the imaginary surfaces listed in UFC 3-260-01, fully describes each item in the

appropriate 375 CES Tab, and initiates coordination for waiver action with 375 AMW/SE and 375 OSS Airfield Operations Flight Commander (AOF/CC).

1.6.1.1. Objects on the airfield West of Silver Creek deemed to be airspace/airfield obstructions must be reviewed and approved for waiver. Items identified by the Headquarters Air Mobility Commander (HQ AMC) and denied waiver approval will be programmed for removal.

1.6.2. The 375 CES will initiate temporary airfield waiver action at least 45 days prior to the start of any construction project violating clearance criteria established in UFC 3-260-01 or CFR Part 77. The AM, the 375 AMW/SE and the 375 OSS AOF/CC must coordinate on temporary waivers before the 375 CES forwards them to the 375 AMW/CC for approval.

1.7. Disseminating Airfield Information.

1.7.1. AM personnel will advise the 375 AMW, the 932 AW and the 126 ARW/CPs and ATCT when there is a change to airfield operating conditions.

1.7.2. The 126 ARW Operations or the 126 ARW/CP will contact the AM whenever the status of any portion of the 126 ARW ramp changes. Examples of changes are individual parking spot closure for repair, taxi lane restrictions, ramp taxi line painting, or other projects that would impede aircraft movement through the area.

1.7.3. The 375 CES/CEF notifies the AM, the 375 AMW/CP, the 932 AW/CP, and the 126 ARW/CP when SAFB Aircraft Rescue and Fire Fighting (ARFF) capability is reduced to Response Level 4 or 5 (see paragraph **6.12** of this instruction for further information on reduced CRF capabilities).

1.8. Military Exercises and FAA Certification Exercises. Exercises (natural disaster, major accident, etc.) and FAA Certification Exercises involving the Airport Operations Area (AOA) must be coordinated with the AM IAW the Joint SAFB/MAA Emergency Plan. IAW AFI 13-204, the AOF/CC must be briefed of exercise scenarios involving the airfield at least 48 hours in advance. Officials from the MAA will notify the AOF/CC of scheduled FAA Certification Exercises as soon as possible.

Chapter 2

AIRFIELD FACILITIES INFORMATION

2.1. Airfield Information.

2.1.1. Location. The SAFB/MAA Airport (KBLV) is located in Southwestern Illinois approximately 17 nautical miles (NM) East of St. Louis, Missouri. SAFB/MAA is a "joint-use" facility with SAFB to the West and MAA to the East.

2.1.2. Airfield Property Lines. Silver Creek defines the Eastern separation of properties between MAA and SAFB. However, until 2025, MAA is responsible for maintenance of TWY Golf from the Western edge of the tunnels under the TWY, extending East to their previously defined area of responsibility.

2.1.3. SAFB's center of the airfield is located at coordinates: N 38°32'38.55" W 89° 51'09.36". Field elevation for SAFB/MAA is 459' above Mean Sea Level (MSL).

2.2. Runways (Attachment 2).

2.2.1. RWY14R/32L and supporting airfield data at SAFB. Portions of SAFB were constructed to varied standards to include pre-UFC 3-260-01 criteria, UFC 3-260-01 criteria and FAA standards. The airfield is maintained to current UFC criteria with some pre-UFC configurations permanently waived by HQ AMC.

2.2.1.1. RWY 14R/32L is asphalt and concrete, 8,011' long, 150' wide with 25' wide with non-stressed asphalt shoulders on each side. The first 2,001' of RWY 14R (North end) has a concrete touchdown zone; RWY 32L (South end) has an asphalt touchdown zone. Aircraft that exceed operational weight allowances for RWY 14R/32L will require AM and 375 CES Pavement Engineer's permission, prior to landing or takeoff.

2.2.1.2. RWY 32L threshold is displaced 200', leaving 7,811' available for landing and 8,011' for takeoffs. The departure end of RWY 32L has a 1,000' long by 150' wide asphalt overrun.

2.2.1.3. RWY 14R has 8,011' available for landing and takeoffs and no overrun.

2.2.1.4. The elevation at RWY 14R threshold is 459' MSL and the elevation at RWY 32L threshold is 437' MSL.

2.2.2. RWY 14L/32R and supporting data for MAA. MAA was built to FAA Part 139, *Airport Certification,* specifications.

2.2.2.1. RWY 14L/32R is a grooved concrete RWY 10,000' long, 150' wide, with 12.5' wide with non-stressed asphalt shoulders and no overruns.

2.2.2.2. The threshold elevations for RWY 14L and 32R are 442' MSL.

2.2.3. Only aircraft weighing less than 41,000 lbs are authorized 180-degree turns on Runway 14R/32L asphalt surface. Aircraft approved to make 180-turns on the asphalt portion of the runway must do so at taxi speed with no locked wheels. Large and heavy aircraft are not authorized 180-degree turns on the asphalt portion of Runway 14R/32L due to heavy load bearings placed on the surface. Large and heavy aircraft may use the concrete surface on the last 2,000' of Runway 32L (North end) for 180-degree turns.

2.3. Taxiways (Attachment 2).

2.3.1. Scott AFB Supporting TWY Data.

2.3.1.1. TWY Alpha is concrete and parallels the entire length of RWY 14R/32L. It is 75' wide with 12.5' wide non-stressed asphalt shoulders. TWY Alpha centerline is 450' from the centerline of RWY 14R/32L.

2.3.1.2. TWY Echo provides direct access from the North Ramp and 126 ARW Ramp to RWY 14R/32L.

2.3.1.3. TWY Golf is the main TWY between the 375 AMW, the 126 ARW Ramps, and the RWYs. TWY Golf from the South Ramp Eastward to the curves near the 126 ARW Ramp is 150' wide (asphalt) with no shoulders. TWY Golf from the curves at the 126 ARW Ramp to the West side of RWY 14L/32R is made of concrete 75' wide with 12.5' wide non-stressed asphalt shoulders.

2.3.1.4. TWY Hotel is a light service asphalt TWY 25' wide and has no paved shoulders. This TWY is limited to Aero Club aircraft and those approved by AM.

2.3.1.5. Foxtrot Apron (formally used as a taxiway) is located between TWYs Alpha and Golf. It is a 150' wide asphalt apron stressed for all aircraft operations and has no shoulders. Foxtrot Apron is normally reserved for large and heavy aircraft parking.

2.3.2. MAA Supporting TWY Data. All TWYs at MAA are concrete 75' wide and have 12.5' wide non-stressed asphalt shoulders.

2.3.2.1. The short section of TWY Golf between Golf Ramp and RWY 14L/32R is approximately 75' wide (concrete) with 12.5' wide non-stressed asphalt shoulders. TWY Golf connects the Golf Ramp to RWY 14L/32R.

2.3.2.2. TWYs Lima, Mike, November, and Papa are concrete surfaces 75' wide with 12.5' non-stressed asphalt shoulders. Each connects RWY 14L/32R and TWY Kilo. TWY November connects the November Ramp to TWY Kilo and RWY 14L/32R.

2.3.2.3. TWY Mike connects the Mike Ramp to TWY Kilo and RWY 14L/32R.

2.3.3. RWY and TWY Safety Areas. The AOA provides safety areas IAW UFC 3-260-01 and FAA Advisory Circular 150/5300-13, *Airport Design*. RWY and TWY safety areas will be cleared, graded, and have no potentially hazardous ruts, humps, depressions or other surface variations. Dimensions are as follows:

2.3.3.1. RWY safety areas are zones centered on the RWY centerline 500' wide and 1,000' beyond the RWY ends from the threshold.

2.3.3.2. TWY safety areas are zones centered on the TWY centerline, 400' wide on SAFB TWYs and 340' wide on MAA TWYs.

2.3.3.3. AM personnel must conduct periodic checks of the RWY and TWY safety areas to ensure they are maintained IAW Air Force and FAA standards. The movement area associated with a safety area will be closed to air carrier operations for aircraft with over 30 passenger seats when the safety areas cannot be maintained IAW FAA standards.

2.3.4. Taxi Instructions.

2.3.4.1. Clearance Delivery and taxi instructions will be issued by the ATCT.

2.3.4.2. Aircraft will taxi to the active runway unless an operational advantage is gained by taxiing the aircraft to the opposite runway and/or the pilot requests the opposite runway.

2.3.4.3. The AFM and MAA Director of Operations Maintenance will notify the ATCT of alternate taxi routes when normal taxi routes are unavailable.

2.3.4.4. Aircraft planning to stop at NAVAID ground checkpoints will advise the ATCT prior to taxiing.

2.4. RWY Selection Procedures.

2.4.1. Runway in use will be determined by the Tower Watch Supervisor (WS) IAW FAA Order 7110.65, *Air Traffic Control*.

2.4.2. The ATCT will notify St. Louis (STL) Terminal Radar approach Control (TRACON), AM, MAA Air Operations Center (AOC) and the Base Weather Station when a runway change is made.

2.4.2.1. The AM will notify the 375 AMW, the 932 AW and the 126 ARW/CPs and the SAFB Fire Department of active runway changes.

2.4.3. RWYs 32L and 32R are designated as the primary calm wind runways. RWY 32R is designated the calm wind instrument runway.

2.5. Controlled Movement Area (CMA).

2.5.1. CMA Description. (**attachment 2**)

2.5.1.1. The CMA on the military side of the airfield West of Silver Creek is as follows:

2.5.1.1.1. The CMA extends 1000’ either side of RWY 14R/32L centerline and extends to the jogging path on the North end of the airfield and to the railroad tracks on the South end of the airfield. The exceptions are the base golf course on the East side of the airfield, Hangar Road where it passes the fire station 1 on the West side of the airfield and 200’ either side of TWY Golf from Golf Ramp (MAA Side) to East of Foxtrot Apron. See **attachment 2** for a depiction of the area.

2.5.1.2. The CMA on the civil side of the airfield East of Silver Creek is as follows:

2.5.1.2.1. The CMA is 650 feet either side of RWY 14L/32R centerline and extends to just past the Instrument Landing System (ILS) Localizer on the North end of the airfield and 1000 feet off the South end of the threshold to RWY 32R.

2.5.1.2.2. All TWYs located in the area described above are inside the CMA.

2.5.2. The ATCT is the controlling agency for aircraft, vehicles, and pedestrians entering the CMA. The only acceptable means of accessing the CMA is via two-way radio communications, prior to entering and maintaining contact until leaving the area. When operating on the CMA, operators will use the Tower Talk Group to communicate with the ATCT. During airfield emergencies, Scott and MAA fire vehicles will communicate with the ATCT on the Fire 1 talk group also referred to as the Crash Net. **Note:** SAFB Ramps and aircraft parking aprons are uncontrolled movement areas. The MAA Golf and Mike

Ramps are limited access and require approval from the MAA AOC via the Ramp Talk Group prior to entry. The MAA November Ramp is a secure area, only MAA approved vehicles and individuals with an MAA media ID access are authorized onto the November Ramp. A AF IMT 483 Flight line driver competency card does not authorize access to MAA's Ramps.

2.5.3. Precision Obstacle Free Zone (POFZ). IAW FAA 14 CFR Part 139, a POFZ has been established at SAFB and MAA. The POFZ are areas located at the end of all RWYs within the established confines of the CMA and controlled by the tower when in effect. Vehicles, or the fuselage or tail of an aircraft cannot penetrate this area when the POFZ is active. Reference AC 150/5300-13, *Airport Design*, Section 306.

2.5.3.1. The dimensions are 800' wide (400' either side of RWY centerline) and extends 200' from the end of each RWY.

2.5.3.2. This zone is only in effect when all of the following conditions exist:

2.5.3.2.1. Vertically guided approach, reported ceiling below 250'.

2.5.3.2.2. Visibility is less than three quarter statute mile (or RVR below 4000 ft).

2.5.3.2.3. An aircraft on final approach is within two miles of the RWY threshold.

2.5.4. Procedures for gaining CMA access can be found in SCOTTAFBI 13-202.

2.6. Airfield Lighting Systems. Airfield lighting controls are located in the ATCT. The 375 CES airfield lighting personnel are on emergency recall for airfield lighting outages.

2.6.1. RWY Lighting.

2.6.1.1. RWYs 14R/32L (SAFB) is equipped with High Intensity RWY Lights (HIRL), Medium Approach Lighting System with RWY Alignment Lights (MALSR) and Precision Approach Path Indicators (PAPI). Amber filters are mounted on the RWY edge lights that outline the last 2,000' of the departure end of the RWY. Three lit wind cones are positioned approximately 260' from the RWY centerline. One wind cone is adjacent to each RWY touchdown zone; one is at midfield East of the RWY and North of TWY Golf. Standard illuminated RWY Distance Remaining Markers (DRM) are located on both sides of RWY 14R/32L at 1,000' intervals.

2.6.1.2. RWYs 14L/32R (MAA) is equipped with HIRL, MALSR and PAPI service. RWY End Identifier Lights (REILS), HIRL, and PAPI service RWY 14L. Amber filters on RWY edge lights outline the last 2,000' of the departure end of the RWY. Three lit wind cones are positioned on the West side of RWY 14L/32R; one at each RWY touchdown zone; one at midfield abeam the Mike Ramp. **Note:** The RWY 14L PAPI is located on the West (right) side of the RWY. Standard illuminated RWY DRMs are only located on the West side of RWY 14L/32R at 1,000' intervals.

2.6.2. Airfield Lighting Responsibilities.

2.6.2.1. ATCT will:

2.6.2.1.1. Include the following statement on the Automatic Terminal Information System (ATIS): "APPROACH LIGHTS OUT, CHECK FLIPS FOR NO LIGHT APPROACH MINIMUMS" when approach lighting is out of service.

2.6.2.2. AM will:

2.6.2.2.1. Inspect SAFB airfield lighting systems daily during day light hours IAW Federal Aviation Authority (FAA) Part 139 and AFI 13-213. TWY edge lights, runway edge lights, and obstacle lights will be observed for physical damage, grass height around light base, dirt, and any other obstacles that may obscure visibility.

2.6.2.2.2. Document results of daily inspections on *SAFB Airfield Inspection/Check Checklist*.

2.6.2.2.3. Contact 375 CES Exterior Electric for all light systems outages requiring repairs.

2.6.2.2.4. Only defer maintenance outages identified after normal duty hours until the next duty day as long as aircraft safety is not degraded.

2.6.2.2.4.1. Submit emergency work orders for system outages that seriously curtail or endanger flying operations. The following is a list of light outages that require immediate response regardless of time of day.

2.6.2.2.4.1.1. Approach lights to include sequenced flashing lights.

2.6.2.2.4.1.2. Runway Lights.

2.6.2.2.4.1.3. Distance remaining markers.

2.6.2.2.4.1.4. TWY lights on TWY Alpha or Golf.

2.6.2.2.4.1.5. Precision Approach Path Indicator Lights.

2.6.2.2.5. As a minimum, perform 1 daily airfield lighting check within 1 hour of official sunset by checking the following: RWY 14R/32L, all SAFB TWYs, approach, obstacle lights on hangars, water towers and infield navigational aids (NAVAIDs), wind socks, PAPI, Rotating Beacon, and airfield identification signs. **Note:** The 126 ARW personnel are responsible for lighting checks and repairs on the 126 ARW ramp.

2.6.2.2.6. Document results of nightly lighting check on the *SAFB Airfield Inspection/Check Checklist*.

2.6.2.2.7. Provide a daily briefing to 375 CES Exterior Electric personnel at the AM duty desk during normal duty days (Monday through Friday). Daily briefings will identify all lighting outages reported during day inspections or night checks.

2.6.2.2.8. NOTAM lighting systems that do not comply with allowable standards and outages identified in AFI 13-213, FAA Order 6850.5, *Maintenance of Lighted Navigational Aids*, or AC 150/5340-24, *Runway and Taxiway Edge Lighting Systems*. These systems will be rendered unusable until repaired. The waiver authority for this policy is HQ AMC Airspace and Airfield Operations Division (A3A).

2.6.2.2.9. Document active and deferred maintenance items in the *Airfield Facilities Maintenance Log.*

2.6.2.3. The 375 CES Exterior Electric will:

2.6.2.3.1. Report to AM each duty day to receive the daily airfield lighting briefing. As a minimum, the briefing will include location of individual light outages, lights that are obscured by grass, snow, dirt, etc., and priority of repair.

2.6.2.3.2. Fix routine outages that can be repaired with on hand stocks as soon as flying activity permits. When possible, Exterior Electric shall be given priority over air traffic operations to repair crucial outages on the airfield movement area.

2.6.2.3.3. Conduct daily airfield lighting checks of RWY, TWYs and approach lights. Exterior Electric will report outages to AM and make repairs to inoperative lights when parts and manpower are readily available.

2.6.2.3.4. Brief AM on estimated receipt of materials and schedule of repair times for all airfield lighting systems requiring repair.

2.6.2.4. The 126 ARW will:

2.6.2.4.1. Be responsible for maintenance on taxi lane edge lights, directional signage and "ballpark" lights located on the 126 ARW Ramp.

2.6.2.4.2. Conduct lighting checks within the confines of the 126 ARW Ramp.

2.6.2.4.3. Notify the 126 ARW/CP and the AM of lighting outages; provide AM the estimated repair time and when repair is complete.

2.6.2.4.4. Provide AM with weekly repair updates for all lighting outages on the 126 ARW Ramp.

2.6.2.4.5. Ensure the 126 ARW/CES coordinates required power shut-off with the 375 CES Exterior Electric Shop and the AM to repair airfield lighting that receive power from the TWY Echo circuit.

2.7. Permanently Closed/Unusable Portions of Airfield. TWY Juliet (located Northeast portion of SAFB airfield between the golf course and the ANG ramp) is permanently closed and unusable. TWY X-ray (located on Northwest portion of SAFB airfield directly in front of Fire House 1) is permanently closed and unusable. Both surfaces are marked with large yellow Xs.

2.8. Aircraft Arresting Systems. There are no aircraft arresting systems on RWYs 14L/32R or 14R/32L.

2.9. Parking Plan/Restrictions.

2.9.1. Scott AFB aircraft parking includes the following:

2.9.1.1. Main Ramp (sub-identified by 3 ramps).

2.9.1.1.1. North Ramp (Spots 1-7, restricted area when aircraft are present).

2.9.1.1.2. Transient Alert (TA)/Distinguished Visitor (DV) Ramp (Spots 13-15).

2.9.1.1.3. South Ramp (Spots 16-29).

2.9.1.1.4. Foxtrot Apron (Sub-identified by 3 locations).

2.9.1.1.5. West Fox (Spot 30, restricted area).

2.9.1.1.6. North Fox (Spot 31, restricted area).

2.9.1.1.7. South Fox (Spot 32).

2.9.1.1.8. Aircraft parking spot locations are listed in **Attachments 6** and **7**. Inertial Navigation System coordinates for aircraft parking locations and other key spots on the airfield are found in **Attachment 5**.

2.9.1.2. Parking assignments on areas West of RWY 14R/32L are determined by the AM in conjunction with TA. The AM will pass assigned transient aircraft parking locations to TA and the 375 AMW/CP.

2.9.1.3. Spots 3 through 7 (North Ramp) are used primarily by base-assigned C-9/C-40 aircraft.

2.9.1.4. Spots 13 through 15 (TA/DV Ramp), designed for C-21 aircraft, are primarily used by DV and specified transient aircraft.

2.9.1.5. Base-assigned C-21s and transient fighter/trainer aircraft transitioning for short ground period may park on Spots 16 through 29 (South Ramp). C-130s (except stretched body C-130Js) or equivalent-sized aircraft may also park on Spots 16 through 28, provided the main and nose gears fit on the concrete pads. Due to the wingspan of C-130s or equivalent-sized aircraft, up to three parking spots may be necessary to accommodate these aircraft. Aircraft larger than a C-130 or aircraft whose landing gear does not fit on the concrete pads may not park on Spots 16 through 29 due to the low weight-bearing capacity of the asphalt.

2.9.1.6. South Foxtrot Ramp may be used to park one heavy or wide-body aircraft (KC-135, DC-10, C-17, or similar-type aircraft), two C-130s or up to eight fighter/trainer type aircraft.

2.9.1.7. KC-135, C-17 and similar size aircraft may park on Spot 15 provided no aircraft are parked on Row 14 that would impede aircraft from taxiing.

2.9.1.8. C-5 or similar size/weight-bearing aircraft parking are normally restricted to Spot 31 on Foxtrot Apron. Parking C-5s at locations other than Spot 31 requires AM coordination and approval. The primary concerns when choosing an alternate C-5 location is wing-tip clearance (50’ required) and pavement weight-bearing capacity.

2.9.1.9. Unexpected aircraft with hazardous cargo or needing decontamination will hold immediately on TWY Alpha until a determination is made on where the aircraft should park. RWY operations will be suspended if required. Explosive laden aircraft will be directed to hazardous cargo parking on TWY Golf, provided they meet the Net Explosive Weight (NEW) limitations of the Hot Spot (identified as location five on **Attachment 2**).

2.9.1.10. Authorized transient general aviation single and twin-engine light aircraft may park at the Aero Club Ramp if space is available and the Aero Club manager’s approval has been obtained. Privately owned general aviation aircraft owned or operated by the DOD may park at the Aero Club provided the operator has an approved Civil Aircraft Landing Permit for SAFB or all Continental United States and received a Prior Permission Required approval number from the AM.

2.9.1.11. General aviation aircraft will not park on the Main Ramp unless they are transporting a DV Code 6 or higher, are used for official government functions and have approval from AM.

2.9.1.12. Passengers or aircrew on-load or off-load while engines are running may be accomplished on Spots 13 through 15; provided DV aircraft are not scheduled to arrive during loading operations.

2.9.2. The 126 ARW aircraft parking.

2.9.2.1. The 126 ARW Maintenance Operations Control Center (MOCC) assigns parking locations to the 126 ARW Ramp (**attachment 7**).

2.9.2.2. AM must coordinate with the 126 ARW MOCC when parking transient or 375 AMW assigned aircraft on the 126 ARW Ramp. During 126 ARW MOCC non-operating hours, coordination for parking on the 126 ARW ramp may be forwarded to the 126 ARW/CP.

2.9.3. Aircraft Parking at MidAmerica Airport. Requests for parking/ramp services at MAA will be coordinated through MAA Airport Operations Center (AOC).

2.10. Air Traffic Control Facilities. SAFB/MAA has a single ATC Tower (ATCT) operated by United States Air Force (USAF) personnel.

2.10.1. ATCT Operating Hours. The ATCT operates continuously, every day of the year.

2.10.1.1. Normally, the 375 AMW flying period is 0600 – 2300L daily.

2.10.1.2. The SAFB/MAA ATCT is staffed IAW AFI 13-203, *Air Traffic Control*. Emergency Staffing Level (ESL), a term for staffing below authorized levels, represents the minimum number of qualified controllers available to provide normal ATC services without degrading safety. The ATCT may operate at ESL for no longer than 60 days without AMC/A3A approval.

2.10.1.3. Operating the ATCT at ESL requires combining control positions and/or staffing shifts with a senior controller (SC) instead of a dedicated WS.

2.10.1.4. Should ATCT ESL last for more than 60 days (or personnel staffing declines below ESL), the following curtailment actions may occur:

2.10.1.4.1. The tower would be on-call (not staffed) from 2300-0600L. A minimum of 30 minutes prior notification would be required to reopen the tower.

2.10.1.4.2. Before taking the above actions, ATCT management would augment staffing. Additionally, practice Instrument Flight Rules (IFR) approaches would be based on the ability to safely provide ATC service.

2.10.2. Local Frequencies. Current Air Traffic Control Frequencies are located in the IFR Supplement.

2.11. Navigational Aids (NAVAIDS), Preventative Maintenance Inspection (PMI), and Generator Power.

2.11.1. NAVAIDS.

2.11.1.1. SAFB maintains the following NAVAIDS:

2.11.1.1.1. Tactical Air Navigation (TACAN).

2.11.1.1.2. Instrument Landing System (ILS all RWYs).

2.11.1.2. The following approaches are available at SAFB/MAA:

Table 2.1. RWY and Associated NAVAIDS Approaches.

RWY	Approach
14R	ILS, GPS, TACAN, RNAV
32L	ILS, GPS, TACAN, RNAV
14L	ILS, GPS
32R	ILS, GPS

2.11.1.3. NAVAID Monitoring.

2.11.1.3.1. ATCT is designated as the NAVAID monitoring facility and is responsible for tracking and monitoring all NAVAIDs for the airfield.

2.11.1.3.2. All equipment or monitor malfunctions, including alarms, shall be promptly reported to maintenance personnel.

2.11.1.3.3. ATCT shall inform AM when a NAVAID is removed from service due to a maintenance malfunction or scheduled/non-scheduled maintenance period.

2.11.1.3.4. ATCT shall inform AM when a NAVAID is back in operation.

2.11.1.3.5. AM will publish the appropriate outage NOTAM or remove NOTAM when equipment is back in operation.

2.11.1.4. NAVAID Ground Checkpoints: TACAN checkpoints are located on TWY Golf, 150 ft East of TWY Foxtrot.

2.11.1.5. SAFB/MAA NAVAID components are not part of the National Airspace System.

2.11.2. PMI. Each NAVAID must have PMI and minor adjustments. The PMI times are published in the Flight Information Publication (FLIP) (En Route) IFR Supplement United States and the FLIP Airport/Facility Directory East Central US.

2.11.2.1. All scheduled PMI periods occur from 0600L to 1000L.

2.11.2.2. A PMI required outside published periods requires coordination through AOF/CC and 375 OG/CC approvals.

2.11.2.3. The following is the PMI schedule for SAFB/MAA NAVAID facilities:

Table 2.2. PMI Schedule for NAVAID Facilities.

	ILS	TACAN
14R/32L	Monday, Tuesday	Wednesday, Thursday
14L/32R	Wednesday, Thursday	N/A

2.11.2.4. Inclement Weather: If ceilings are 1,500' above ground level (AGL) or below and/or visibility falls at/or below three miles within 1 hour of the start or during a PMI, then the inspection must be rescheduled with the AOF/CC.

2.11.2.5. The ATCT WS is the final authority for releasing the NAVAID for PMI. The PMI must be completed within 10 days of the scheduled date or the NAVAID System will be reported as unreliable by NOTAM.

2.11.2.6. The AOF/CC or chief controller may request to postpone scheduled PMI during/anticipated instrument meteorologist conditions or when visibility goes below 5 miles and a ceiling is below 3000' AGL, IAW Technical Order 00-33A-1001, *General Communications Activity Management Procedures and Practices Requirements* and AMCI 33-116, *AMC Air Traffic Control and Landing Systems (ATCALS) Reporting*.

2.11.2.7. Upon confirmation of 375 OG/CC approved ATCALS down-time, the AOF/CC will promptly notify the chief controller and/or WS. **Note:** The term ATCALS differs from NAVAIDs in that ATCALS is all inclusive; describing both NAVAIDs and non-navigations systems like airfield lighting systems.

2.11.2.8. ILS Interlocks.

2.11.2.8.1. Airfield Systems must coordinate with the ATCT in order to bypass the ILS interlocks.

2.11.2.8.2. Bypassing the interlock function will only be accomplished at the request of maintenance with approval of the WS on duty. If interlocks are bypassed, both RWY ILSs are unusable.

2.11.3. Generator Power.

2.11.3.1. During normal operations, all ATCALS facilities are authorized to rely on auxiliary power auto-start capability.

2.11.3.2. Airfield Systems and CES personnel must obtain ATCT's approval prior to changing power (generator or commercial) at ATCALS facilities. Generator tests should be conducted during non-scheduled flying hours.

2.11.4. NAVAID Outages. Procedures for immediate repair of NAVAIDS problems are outlined in AFI 11-208_IP, *Department of Defense Notices to Airmen (NOTAM) System*, and AFI 13-203.

2.11.4.1. The 375th Communications Squadron (375 CS) Job Control will coordinate with the AOF/CC to establish a restoration priorities and response time Letters of Procedures (LOP). These priorities will be published in a 375 CS Maintenance LOP and the Concept of Operations (CONOPS) 500 IAW AFI 33-360.

2.11.4.2. ATCT WSs have the authority to defer maintenance on equipment outages, except NAVAIDs, based on known and projected ATC requirements. WS will provide 375 CS Job Control with the following information when reporting equipment outages or malfunctions, including air conditioning and generator outages:

2.11.4.2.1. A complete description of the problem.

2.11.4.2.2. Equipment affected.

2.11.4.2.3. Impact of outage.

2.11.4.3. The ATCT will:

2.11.4.3.1. Advise STL Approach Control, AM and MAA AOC of all scheduled or unscheduled ATCALS outages, to include ATIS equipment. Once the outage is restored the same agencies will be notified.

2.11.4.3.2. Advise STL Approach Control of all applicable NOTAMs affecting ATC operations.

2.11.4.3.3. Authorize local monitoring of NAVAID and/or maintenance on equipment after coordination is accomplished with 375 CS Job Control and AFI 13-203 requirements are met.

2.11.4.3.4. Advise STL Approach Control prior to releasing ATCALS to maintenance.

2.11.4.3.5. Advise AM and MAA AOC of field conditions and advisories.

2.11.4.4. AM will:

2.11.4.4.1. Advise ATCT and MAA AOC of all locally generated NOTAMs, field conditions, and advisories.

2.11.4.5. The 375 CS MOCC will:

2.11.4.5.1. Notify the AOF/CC and ATCT of unscheduled outages.

2.11.4.5.2. Assign appropriate restoration priority when notified of an equipment outage or malfunction.

2.11.4.5.3. Contact the 375 CES Customer Service Center and obtain a work order number when notified of air conditioning or generator outages**.**

2.11.4.6. Airfield Systems will:

2.11.4.6.1. Provide 5-duty days notice to the AOF/CC for equipment shutdown outside published PMI periods or if equipment poses a threat to flight safety.

2.11.4.6.2. Coordinate with the ATCT prior to equipment shutdown and advise when equipment is returned to operational status.

2.11.4.6.3. Turn off the identification feature of a NAVAID after released for maintenance.

2.11.4.6.4. Advise the AOF/CC when a NAVAID maintenance action requires a Flight Check prior to returning to service.

2.11.4.6.5. Request AOF/CC approval when NAVAID Flight Check downtime must be extended for continued maintenance check.

2.11.5. Free-Wheel Airport Surveillance Radar Antenna.

2.11.5.1. The Airport Surveillance Radar (ASR) antenna is owned and maintained by the FAA.

2.11.5.2. The antenna drive motor must be disengaged (freewheeled) when sustained winds reach 85 knots.

2.11.5.3. During duty hours, the ATCT WS will notify FAA Maintenance personnel when sustained winds or gusts are forecasted to be at/above 85 knots, during non-duty hours, notify FAA Job Control to relay the message.

2.12. Transient Alert (TA). See Flight Information Publication – IFR Supplement for transient services and available hours.

2.13. Digital Automated Terminal Information Service (DATIS) Procedures. The DATIS is used for essential non-control information as outlined in FAA Order (FAAO) 7110.65, *Air Traffic Control*.

2.14. Aircraft Special Operations Areas.

2.14.1. Combat Aircraft Arm/De-arm/Hot Gun/Hung Ordnance/Hot Flares/Chaff Bundles Operations.

2.14.1.1. If landing RWY 14L or 14R: Aircraft will exit the RWY at the end onto TWY Alpha/TWY Kilo and orient the aircraft to a heading of 140 degrees.

2.14.1.2. If landing on RWY 32L or 32R: Aircraft will exit the RWY at the end onto TWY Alpha/TWY Kilo and orient the aircraft to a heading of 320 degrees.

2.14.1.3. Aircraft will remain on the TWY end until Explosive Ordnance Disposal personnel render armaments or ordnance safe.

2.14.2. Hot Brakes Procedures. Aircraft landing or rolling out after landing with hot brakes are treated as an emergency and if able, will exit the RWY at the nearest TWY and hold their position on TWY Alpha/Kilo until fire department personnel render the scene safe for TA, 126 ARW, 932 AW maintenance personnel.

2.14.3. Fuel Cell Area. The end of Foxtrot Apron, South of TWY Golf, is an alternate fuel cell area.

2.14.4. Engine Run Areas (see paragraph **2.20** for procedures).

2.14.4.1. SAFB engine run areas include:

2.14.4.1.1. RWY 14R/32L, for max operations (requires approval).

2.14.4.1.2. TWY Golf (requires approval).

2.14.4.1.3. Parking Spots 1-31.

2.14.4.2. The 126 ARW Ramp is a designated engine run area with blast shields.

2.14.4.3. The MAA engine run areas are as directed by the MAA AOC.

2.14.4.4. For nonstandard engine run locations, maintenance personnel performing the engine run must accomplish foreign object damage (FOD) checks of the surrounding area before aircraft are permitted to taxi through the location.

2.14.5. Drag Chute Jettison Area. There is not a designated Chute jettison area on Scott AFB/MAA. ATCT will coordinate with AM or MAA AOC for chute jettisons and recoveries.

2.14.6. Hot Pit Refueling Areas. There are no hot pit refueling areas on Scott AFB/MAA.

2.15. Aircraft Towing Procedures (excluding movements within the 126 ARW Ramp).

2.15.1. The 375 AMW/932 AW/CPs must coordinate with ATCT and appropriate approval authority for tow operations on SAFB.

2.15.2. Aircraft movement for loading or maintenance, within parking areas or areas not visible to the ATCT is the responsibility of the pilot or the individual charged with supervising the operation.

2.15.3. Aircraft position lights/rotating beacons must be displayed when an aircraft is being towed if the aircraft's electrical power is available.

2.15.4. Aircraft must be towed by qualified maintenance personnel.

2.15.5. Maintenance personnel requesting aircraft tows shall:

2.15.5.1. Contact the ATCT Ground Control prior to commencing tow.

2.15.5.2. Maintain radio contact with Ground Control throughout the operation on ultra high frequency (UHF) 275.8, very high frequency (VHF) 119.2, or the Scott Tower Talk Group.

2.15.6. If tower personnel observe an aircraft moving without two-way radio contact and the aircraft's intentions cannot be verified with 375 AMW/932 AW/CPs, the MAA AOC, the 126 ARW, or AM, then ATCT will implement anti-hijacking procedures.

2.16. Aircraft Taxiing Requirements/Routes.

2.16.1. Taxi Restrictions.

2.16.1.1. On military aprons.

2.16.1.1.1. C-5, C-17, DC/KC-10, Local (L)-1011, B-747 (E-4), and equivalent size aircraft normally operate only on TWYs Alpha, Golf, or Foxtrot Apron. However, Spot 1 is capable of supporting all the aircraft identified above without interfering with normal taxi operations.

2.16.1.1.2. C-5, DC/KC-10, L-1011, B-747 (E-4) aircraft are prohibited from taxiing North on TWY Alpha and making a left turn onto Foxtrot Apron due to the acute angle and the potential of rutting the asphalt pavement during the turn.

2.16.1.1.3. C-5, C-17, DC/KC-10, L-1011, B-747 (E-4) aircraft taxiing North on Foxtrot Apron are prohibited from turning South onto TWY Alpha due to the acute angle and the potential of rutting the asphalt pavement during the turn.

2.16.1.1.4. Aircraft taxiing North on RWY 32L and turning right on TWY Echo (East/126 ramp side) should use caution because there is no centerline due to the acute angle.

2.16.1.1.5. Wingtip clearance requirements:

2.16.1.1.5.1. Aircraft with a wingspan larger than 117'5" (C-40 wing-span is 117'5"), i.e., P-3, C-130, KC-135, etc., may not taxi between spots 3-7 on the Main Ramp without AM coordination/approval, when aircraft are parked in spots 3-7.

2.16.1.1.5.2. The taxi route directly behind an aircraft parked on Spots 3 through 7 is closed to all taxiing aircraft when the engines of the parked aircraft are operated above idle. A ground crew member will monitor the taxi lane to the rear of the aircraft and signal the cockpit crew to throttle down to idle when aircraft taxi by.

2.16.1.1.5.3. To avoid potential wingtip clearance problems, aircraft larger than a C-40 aircraft parked on the North end of the airfield must use TWY Echo to enter and exit the main ramp.

2.16.1.1.6. Base assigned C-9/40 aircraft will park on Spots 3 through 7.

2.16.1.2. On 126 ARW Ramp.

2.16.1.2.1. Non-126 ARW aircraft will not taxi on the 126 ARW Ramp without prior coordination and approval from 126 ARW/CP.

2.16.1.2.2. The ATCT will contact the 126 ARW/CP for approval if the ATCT must taxi non-126 ARW aircraft on or through the 126 ARW Ramp for emergency purposes.

2.16.1.2.3. The 126 ARW Ramp has parking accommodations for 10 KC-135 aircraft on two rows (see **attachment 7**).

2.16.1.2.3.1. Alpha Row, located between the West and center taxi lanes, contains Spots A1 through A8.

2.16.1.2.3.2. Bravo Row, located at the Eastern portion of the ramp, contains Spots B1 and B2.

2.16.1.2.4. Each aircraft parking spot on the Illinois Air National Guard Ramp is designed to provide a 50’ wingtip clearance between KC-135 aircraft.

2.16.1.2.5. With coordination and approval from the 126 ARW/CP, the 375 AMW may utilize vacant spots when approved, based on availability and mission needs.

2.16.2. Heavy Aircraft Jet Thrust Avoidance Procedures. See paragraph **2.20** *Engine Test/ Engine Run Procedures.*

2.17. Airfield Maintenance (See LOA, *Airfield Sweeping Schedule)*.

2.17.1. Sweeper Operations.

2.17.1.1. 375 CES will dispatch a sweeper daily.

2.17.1.2. The sweeper operator will report to AM prior to 0815L, Monday – Friday, for sweeping assignments and when leaving the airfield.

2.17.1.3. Daily sweeping requirements are threefold:

2.17.1.3.1. Areas identified during the daily airfield inspection that require immediate attention.

2.17.1.3.2. Sweeping the designated area of the day.

2.17.1.3.3. Emergency airfield sweeping requests (e.g. aircraft incidents/accidents).

2.17.2. Mowing Operations. Mowing at SAFB is done using techniques prescribed in SAFB/MAA *Bird Aircraft Strike Hazard (BASH) Plan* 91-212, and this instruction.

2.17.2.1. The annual mowing season at SAFB/MAA is typically early-April through the end of November.

2.17.2.2. Notification requirements.

2.17.2.2.1. The 375 CES Ground Maintenance Supervisor will advise AM before mowing the Airport Operations Area (AOA).

2.17.2.2.2. AM will notify the ATCT and MAA AOC of mowing operations.

2.17.2.2.3. MAA ground maintenance personnel will notify the MAA AOC before mowing the AOA. MAA AOC will notify the ATCT and AM of mowing operations.

2.17.2.3. Grass near RWY 14R/32L will be maintained at the Air Force recommended grass height of 7 to 14 inches.

2.17.2.4. At no time will mowing operations commence concurrently within both RWY AOA's, unless coordinated through the AFM and MAA AOC and approved by the AOF/CC. This policy allows transition training to continue by allowing aircraft to transition on the RWY not being mowed.

2.17.2.5. SAFB mowing operations.

2.17.2.5.1. 375 CES personnel will mow areas West of Silver Creek.

2.17.2.5.2. The primary mowing day and times for the RWY 14R/32L AOA will be published via NOTAM during the current season.

2.17.2.5.3. Mowing fields outside the 14R/32L AOA may be accomplished anytime personnel are available and weather conditions permit.

2.17.2.6. MAA mowing operations.

2.17.2.6.1. MAA maintenance personnel will mow areas East of Silver Creek.

2.17.2.6.2. The primary mowing day and times for the RWY 14L/32R AOA will be published via NOTAM during the current season.

2.17.2.6.3. Mowing areas outside the 14L/32R AOA may be accomplished anytime personnel are available and weather conditions permit.

2.17.2.7. Mowing operations in the AOA on scheduled or weather backup days have priority over transition training as outlined above.

2.17.2.8. Two-way radio contact with the ATCT is mandatory anytime a person or vehicle is within any part of the AOA. Mowing outside the AOA does not require two-way radio contact with the ATCT.

2.17.2.9. RWY Safety Area (RSA) operations.

2.17.2.9.1. The RSA at SAFB/MAA is an area 250' on either side of RWY centerlines.

2.17.2.9.2. Air Force and Federal Aviation regulations require all men and equipment remain outside of the RSA during takeoff and landing phases of aircraft flight.

2.17.2.9.3. Restricted low approaches to a RWY where mowing in the AOA is being accomplished is authorized as long as ATCT advises aircraft and ground personnel of the activity.

2.17.2.10. AM will issue a DOD local area NOTAM (Airfield Advisory) and advise pilots via ATIS of the AOA areas being mowed.

2.17.2.11. The 375 CES and MAA mowing crews will notify the ATCT and AM when mowing operations are completed for that day.

2.18. RWY Surface Condition (RSC) and/or RWY Condition Reading (RCR) Values.

2.18.1. Friction-measuring equipment (i.e. Bow monk) are used to obtain RCR values and visual observation is used to obtain RSC values.

2.18.2. AM/MAA AOC will conduct RSC/RCR checks based on meteorological conditions and /or upon request from the ATCT or pilots. Results shall be relayed to ATCT, 375 AMW, 932 AW, 126 ARW/CPs, and base weather for dissemination. Tower will notify other concerned ATC agencies.

2.18.3. The AM/MAA AOC will cross check runway readings, workload permitting, as a means to quick reference readings accuracy. Further procedures for RCR/RSC readings are outlined in the LOA between SAFB and MAA.

2.18.4. Responsibilities.

2.18.4.1. When SAFB airfield is open, AM will:

2.18.4.1.1. Be responsible for determining and reporting RWY 14R/32L RSC/RCR values IAW T.O. 33-1-23, *Procedures for Use of Decelerometer to Measure RWY Slickness*, and SAFB Plan 501-08, *Snow and Ice Control*. **Note:** If both RWYs are in use, AM must ensure RCR tests are current on RWY 14R/32L and TWY Golf before assisting MAA with testing of RWY 14L/32R if requested.

2.18.4.1.2. Obtain and report RSC/RCR values for TWYs and ramps/aprons West of Silver Creek with each RWY evaluation, as deemed necessary, based on projected flight operations.

2.18.4.1.3. Transmit RSC/RCR values to the following as necessary:

2.18.4.1.3.1. SAFB Weather.

2.18.4.1.3.2. ATCT.

2.18.4.1.3.3. 375 AMW/CP.

2.18.4.1.3.4. 126 ARW/CP.

2.18.4.1.3.5. SAFB Snow Removal Supervisor (Snow West).

2.18.4.1.3.6. MAA AOC.

2.18.4.1.3.7. Pilots via pilot-to-dispatch radio.

2.18.4.1.4. Document RCR values on AFTO Form 277, *Results of RWY Braking Tests*, or equivalent document.

2.18.4.1.5. Display the most current readings for both RWYs and all SAFB TWYs on the AM Duty Desk Airfield Status Board.

2.18.4.2. MAA AOC will:

2.18.4.2.1. Be responsible for determining and reporting Bow monk values on RWY 14L/32R IAW FAA regulations and SAFB Plan 32-1002, *Snow and Ice Control*.

2.18.5. Pass RSC/RCR values to the ATCT and AM.

2.19. RWY Inspections/Checks Procedures and Requirements.

2.19.1. AM will:

2.19.1.1. Accomplish the daily airfield inspection by breaking it into two parts, a daytime check (within 3 hours of official sunrise) and a night time lighting inspection (as close to official sunset as practical). Additional inspections/checks will occur for any event that may affect use of the airfield (i.e., emergency landings, reported bird activity, rain, snow/ice conditions, suspected bird cannon malfunctions) or as requested by AOF/CC, AFM or the ATCT.

2.19.1.2. Inspect the condition and operational status of RWY 14R/32L, TWYs, ramps, overruns, lighting systems, marking and signage discrepancies, aircraft movement areas near construction sites and areas adjacent to those facilities West of the Silver Creek Bridge daily (excluding the 126 ARW Ramp).

2.19.1.3. Complete a CMA inspection before flying operations commence when ATCT or AM reopens after a closure.

2.19.1.4. Observations and discrepancies found during the inspection will be recorded on the daily Airfield Inspection Checklist.

2.19.1.5. Record deficient airfield items in the appropriate log and submit AF Form 332, *Base Civil Engineer Work Request* as necessary to correct discrepancies.

2.19.1.6. Inspect unpaved areas surrounding the airfield daily and monitor for habitat control. Special attention will be focused on low-lying areas that collect water and other areas that may attract wildlife.

2.19.1.7. The airfield will be monitored continuously during Bird Watch Conditions (BWC) "Moderate" or "Severe," until the BWC decreases to "Low," or as directed by the SAFB/MAA BASH Plan.

2.19.1.8. When lighting discrepancies are noted the following information applies:

2.19.1.8.1. Lighting systems that do not comply with allowable standards and outages identified in AFI 13-213, FAAO 6850.5, *Maintenance of Lighted Navigational Aid*s, or Advisory Circular 150/5340-24, *RWY and TWY Edge Lighting Systems*, will be rendered/NOTAM's unusable.

2.19.1.8.2. Notify the 375 CES Airfield Lighting Branch for repair based on airfield priority.

2.19.2. Conduct SAFB joint airfield inspections every 90 days. The following should send a representative:

2.19.2.1. AM.

2.19.2.2. 375 AMW/SE.

2.19.2.3. 375th Security Forces Squadron (SFS).

2.19.2.4. 375 CES.

2.19.2.5. Conduct an Airfield Certification/Safety Inspection annually IAW 13-213 & AFI 13-204 AMC Supplement.

2.19.3. The 126 ARW is responsible for 126 ARW Ramp inspections and maintenance.

2.19.4. MAA AOC is responsible for MAA (areas East of the Silver Creek Bridge) inspections and maintenance.

2.20. Engine Test/Engine Run Procedures.

2.20.1. Engine Runs on Scott AFB Ramps/Aprons

2.20.1.1. All engine runs must be coordinated with the 375 AMW/CP. **Note:** Paragraph **2.20.4**, identifies engine run restriction by spot. Requests for engine runs exceeding limitations or during designated quiet hours (2100-0700L daily) must be approved by the 375 OG/CC.

2.20.1.2. The 375 AMW/CP must coordinate with AM and the ATCT prior to calling the 375 OG/CC on engine run requests requiring approval. Once the request is approved, the 375 AMW/CP must notify ATCT with aircraft ID, aircraft type, and location.

2.20.2. The aircraft engine run supervisor will:

2.20.2.1. Contact the ATCT prior to commencing engine run operations. Radio contact will be maintained throughout the operation on UHF 275.8, VHF 119.2, or the Scott Tower Talk Group.

2.20.2.2. Ensure the critical areas in front of, and to the rear of, the aircraft are clear of personnel, vehicles, equipment, and aircraft throughout the entire engine run-up procedure.

2.20.2.3. Notify ATCT when engine run is complete.

2.20.3. On rare occasions the 375 OG/CC, may approve functional engine checks of short duration on all parking spots if technical order clearances are applied. Deviations from the technical order will be coordinated with the appropriate maintenance commander and AM.

2.20.4. The following engine run rules apply per parking spot:

2.20.4.1. Spot 1: Engine runs above idle are prohibited due to fire department entry and exit area located behind parking spot.

2.20.4.2. Spot 3 through 6: (Designated for C-9/C-40 ops). May be used for maintenance full-profile engine runs of short duration if the area behind the aircraft; Vehicle lane and Foxtrot Ramp is clear of parked aircraft. Maintenance personnel must be positioned to observe/prevent vehicle/aircraft movements behind the engine run spot. **Note:** Short duration is defined as no longer than 10 min at full power and entire engine run is no longer than 30 min. Any anticipated longer time periods require coordination for runway positioning for engine run.

2.20.4.3. Spot 7 (Designated for C-9/C-40 ops). Maintenance full-profile engine runs will not be accomplished on this spot due to the close proximity of the ramp Entry Control Points (ECP) and DV Parking Spots 13 through 15.

2.20.4.4. Spots 13 through 20: Engine operations will be coordinated with AM prior to approval by 375 OG/CC. Engine runs on Spots 13 through 15 will terminate before a DV movement is scheduled to occur.

2.20.4.5. Spots 21 through 29 (Designated for C-21 ops): When approved, maintenance personnel will ensure technical orders clearances are adhered to.

2.20.4.6. Spot 31 (Foxtrot Apron): C-5 or other wide-body aircraft may use Spot 31 for functional checks if the technical order clearances are complied with.

2.20.4.7. Runway 14R/32L will be used if engine run requirements exceed the capabilities of spots identified above, and will only be approved if MAA Runway 14L/32R is open for duration of engine run. AM will publish a NOTAM closing Runway 14R/32L. The runway will not reopen until AM completes a FOD check.

2.20.5. 126 ARW Aircraft Engine Run Procedures.

2.20.5.1. The 126 ARW engine run operations will be accomplished on Parking Spots A7 or A8. Aircraft movement and engine runs on the 126 ARW Ramp will be coordinated with the 126 ARW MOCC and 126 ARW/SFS. The 126 ARW/SFS are responsible for anti-hijack procedures on the 126 ARW Ramp. Transient aircraft parked on the 126 ARW Ramp requiring movement or engine runs must be coordinated with the ATCT through the 126 ARW MOCC.

2.20.5.2. The 126 ARW MOCC will:

2.20.5.2.1. Notify the ATCT if the blasts from engine runs are directed toward RWY 14R/32L before the engine run commences.

2.20.5.2.2. Notify the ATCT prior to commencing engine runs when the aircraft exhaust is pointed toward TWY Echo.

2.20.5.3. The 126 ARW maintenance will cease the engine-run and redirect the blast if FOD from the engine-run is being directed onto the RWY.

2.20.5.4. The ATCT will:

2.20.5.4.1. Request AM performs a RWY FOD inspection when the blast from 126 ARW aircraft is directed toward the RWY.

2.20.5.4.2. Inform AM of the engine blast effects towards East TWY Echo.

2.20.5.5. AM will:

2.20.5.5.1. Close East TWY Echo for the duration of engine run activity.

2.20.5.5.2. Conduct a FOD inspection of East TWY Echo before the TWY is open to aircraft operations.

2.20.6. Engine Runs at MAA.

2.20.6.1. Engine runs at MAA will be conducted at the intersection of Lima and Kilo.

2.20.6.2. Engine runs requests will be coordinated with the MAA AOC and coordinated with the Director of Operations and Maintenance.

2.21. Noise Abatement Procedures. Procedures are established IAW *Air Installation Compatible Use Zone (AICUZ) and Environmental Assessments Studies*.

2.21.1. All heavy or afterburner aircraft departing RWY 14R/32L will climb straight ahead to a minimum of 2,000' MSL and 1 NM from the departure end of the RWY before entering a closed pattern for the respective RWY.

2.21.2. To the maximum extent possible, aircraft will avoid flying over the Cities of Lebanon and O'Fallon, Village of Shiloh, SAFB Housing, SAFB Medical Clinic, HQ AMC, and United States Transportation Command (USTRANSCOM).

2.21.3. Transition training will not be performed on RWY 14R/32L from 2200-0600L time unless coordinated and approved by the 375 OG/CC.

2.22. Protecting Precision Approach Critical Areas (see attachment 4). NAVAID equipment is afforded protection IAW Federal Aviation Regulation Part 139, *Certification and Operations: Land Airports Serving Air Carriers.* The AM will prevent the construction of facilities or placement of objects that will jeopardize the operations of NAVAIDs or the ATCT (this includes any temporary construction and/or movement of earth on the airfield).

2.22.1. ATCT will protect the Precision Approach Critical Areas when the reported ceiling is less than 800' AGL and/or the visibility is less than two miles.

2.22.2. When the ceiling is less than 800' AGL and/or the visibility is less than two miles, the ATCT will direct aircraft and vehicle traffic approaching 32L on TWY Hotel to stop at the ILS Hold Line and remain short until ATC approves continued taxiing to the RWY.

2.22.3. ILS Clear Zones.

2.22.3.1. The ILS localizers and glide slopes for RWYs 14R/32L and 14L/32R have clear zones that must remain free of obstacles.

2.22.3.2. The localizer clear zones are 400' wide, centered on the RWY centerline, by 2,000' long upwind of the localizer antenna. The clear zone also includes 50' in back and to the sides of the localizer antenna.

2.22.3.3. The glide slope clear zone parallels the RWY edge from 50' behind the glide slope antenna downwind to the RWY threshold and from the RWY edge opposite the antenna to 50' outboard the glide slope antenna. Only authorized personnel (i.e., airfield systems) may enter these zones after obtaining ATCT approval.

2.23. Restricted/Controlled Areas on the Airfield. Restricted areas are identified by red painted lines. Controlled Areas are identified by signs. Airfield controlled/restricted areas and ECPs are listed at **attachment 2**.

2.23.1. Controlled and restricted area entry/exit, to include the 126 ARW Ramp, will be through established ECPs unless prior coordination/approval is received from the controlling Security Forces personnel.

2.23.2. The following SAFB aircraft parking areas are designated as controlled areas, Open Area 4 on AF Form 1199, *Air Force Entry Control Card*, is required for entry.

2.23.2.1. DV/TA Ramp Spots 13-15(A).

2.23.2.2. South Ramp Spots 16-29.

2.23.2.3. Hangar 1 North and South Aprons.

2.23.2.4. Hangar 3 Apron and interior.

2.23.2.5. Foxtrot Apron Spot 32.

2.23.3. When aircraft are located at the following SAFB locations, the parking areas become restricted; Open Area 5 on AF Form 1199 is required for entry.

2.23.3.1. Parking Spots 1 through 7.

2.23.3.2. West Foxtrot Spot 30.

2.23.3.3. Foxtrot Spot 31.

2.23.3.4. Hangar 1 Interior.

2.23.4. Any portion associated with the airfield located between Taxiway Alpha and Taxiway Kilo is considered control areas, Open Area CC on AF Form 1199 is required for entry.

2.23.5. Aircraft Parking Spots located on the 126 ARW Ramp, Spots A1 through A8, B1 and B2 are designated as restricted areas.

2.23.5.1. Entry to the 126 ARW Ramp by non-126 ARW personnel is for official business only and must be coordinated in advance with the 126 ARW/CP.

2.23.5.2. Through coordination with the 126 ARW/CP, the 375 AMW/CC, CV, Group Commanders and 375 OG/CD are authorized non-escorted entry via an Entry Authority List (EAL) (on file with the 126 ARW Security Forces) and valid restricted area badge (issued by the 375 SFS). Non-126 ARW personnel not identified on the EAL will be escorted by 126 ARW personnel with a valid 126 ARW restricted area badge.

2.23.5.3. The 126 ARW Security Forces will challenge uncoordinated attempted entry.

2.23.6. Unauthorized aircraft movement.

2.23.6.1. When the ATCT suspects an unauthorized aircraft movement on SAFB, 126 ARW or MAA, ATCT will attempt to contact the aircraft and the controlling agency.

2.23.6.2. AM, 126 ARW, or MAA AOC will check filed flight plans and aircraft status with the 375 AMW and 126 ARW/CPs (as appropriate) and notify the ATCT of the results.

2.23.6.3. If aircraft movement is deemed unauthorized, ATCT will activate Primary Crash Alert System (PCAS) and follow procedures IAW paragraph **6.1.1**

2.23.7. All individuals authorized on the airfield must remain vigilant to detect the presence of unauthorized persons or vehicles on the airfield. Anyone who detects unauthorized persons or vehicles on the airfield will notify their unit control center. The control center will notify the appropriate security personnel and provide them with the appropriate information.

2.24. Procedures for Suspending/Opening and Closing the Runway. Suspending/closing RWY 14R/32L or 14L/32R for emergencies will be conducted IAW procedures established in this AOI, the flight procedures manual, and the SAFB/MAA Joint Disaster Preparedness Plan.

2.24.1. Suspending RWY operations.

2.24.1.1. RWY 14R/32L. AM or ATCT may suspend RWY 14R/32L operations anytime an unsafe condition affects these surfaces (e.g., dropped objects, FOD, liquid spills, etc). AM will complete an airfield check and report status of the RWY to ATCT prior to resuming operations. Only AM has the authority to resume suspended RWY 14R/32L operations.

2.24.1.2. RWY 14L/32R. MAA AOC or ATCT may suspend RWY 14L/32R operations anytime an unsafe condition affects these surfaces (e.g., dropped objects, FOD, liquid spills, etc.). MAA AOC will complete an airfield check and report status of the RWY to ATCT prior to resuming operations. Only the AOC has the authority to resume suspended RWY 14L/32R operations.

2.24.2. Opening/Closing Runways.

2.24.2.1. RWY 14R/32L. The 375 AMW/CC or CV, 375 OSS AFM or the AFM's designated representatives are the sole authorities for closing or opening RWY 14R/32L and may suspend AMC military operations on either RWY for safety.

2.24.2.2. RWY 14L/32R. The MAA Airport Director or MAA Director of Operations and Maintenance, or their designated representatives, are the sole authorities for closing or opening RWY 14L/32R.

2.24.2.3. Responsibilities.

2.24.2.3.1. ATCT will notify the following of openings/closures:

2.24.2.3.1.1. AM.

2.24.2.3.1.2. MAA AOC.

2.24.2.3.1.3. STL TRACON.

Note: SAFB ATCT does not have the authority to reopen a runway until AM/MAA AOC have inspected the area and deemed it safe for operations.

2.24.2.3.2. AM will issue appropriate NOTAMs and notify the following of RWY openings/closures to include the reason for closure and an estimated reopening, if available.

2.24.2.3.2.1. ATCT.

2.24.2.3.2.2. MAA AOC.

2.24.2.3.2.3. 375 AMW/CP.

2.24.2.3.2.4. 932 AW/CP.

2.24.2.3.2.5. 126 ARW/CP.

2.24.2.3.3. The 375 AMW and 932 AW/CPs will advise inbound military aircraft of RWY closings or openings and suitable alternates if both RWYs are closed.

2.24.2.3.4. The 126 ARW/CP will advise inbound 126 ARW aircraft of RWY closings/openings.

2.24.2.3.5. The STL TRACON is responsible for notifying commercial and general aviation aircraft (non-Aero Club aircraft) of RWY closures.

2.25. Airfield Markings and Signage. The standards for markings and signs used on RWYs, TWYs and aprons are found in FAA Advisory Circular 150/5340-1, *Standards for Airport Markings*, AFI 32-1044, *Visual Air Navigation Systems*, and UFC 3-260-01. Standards for airfield sign systems are located in FAA Advisory Circular 150/5340-18C, *Standards for Airport Sign Systems* and ETL 04-2.

2.25.1. Procedures for proper maintenance and operation of marking and signage at SAFB will be followed IAW Air Force and FAA criteria.

2.25.2. AM will ensure appropriate maintenance personnel repair and maintain all marking and signage on the airfield to published standards.

2.26. Large Aircraft Infrared Countermeasures (LAIRCM) Functional Tests.

2.26.1. The 932nd Maintenance (MX) will:

2.26.1.1. Make request through AM for a LAIRCM test a minimum of 24 hrs in advance specifying an estimated amount of time needed from entry into CMA until out. The expected time period is 5 hours.

2.26.1.2. When authorized place the aircraft on Runway 14R/32L between TWY Echo and Golf abeam the 4000' remaining marker facing Southeast to conduct the test. **Note:** All LAIRCM test's will be conducted facing Southeast regardless of runway in use.

2.26.1.3. Inform the tower when testing begins and when testing is stopped/terminated.

2.26.2. AM will:

2.26.2.1. When a request is received from MX coordinate with base flying organizations for a runway closure period (normally 5 hours).

2.26.2.2. Coordinate with the 375 OG/CC for final approval.

2.26.2.3. When approved, send appropriate airfield advisories and publish NOTAM.

2.26.2.4. Advise tower of aircraft ID and planned time of LAIRCM testing.

2.26.3. ATCT will:

2.26.3.1. Advise AM when aircraft enters the CMA to initiate closure notification process.

2.26.3.2. Ensure aircraft do not taxi within 200' of the LAIRCM aircraft and maintain a minimum distance of 350' behind it while testing is in progress. **Note:** Keeping aircraft, vehicles, and personnel at/or North of TWY Echo and at/or South of TWY Golf meets the separation requirements.

2.26.3.3. Ensure vehicles and personnel maintain the same distance as identified in paragraph **2.26.3.2** above.

Chapter 3

LOCAL FLYING AREA

3.1. Local Flying Area/Designation of Airspace.

3.1.1. Local Flying Area.

3.1.1.1. The local flying area for base-assigned 375 AMW aircraft is a 200 NM radius of SAFB/MAA.

3.1.1.2. Military flights conducted within the local flying area will be conducted under IFR, except when visual flight rules (VFR) is required for training.

3.1.1.3. IFR flight plans will remain active during VFR traffic patterns. Radar separation will not resume until the aircraft is identified by radar by STL TRACON for instrument approaches.

3.1.2. Designation of Airspace (see **attachment 4**, Airspace Diagram).

3.1.2.1. SAFB/MAA Class D airspace is defined as the airspace extending upward from the surface to, and including, 3,000' MSL, (2,500' AGL), within a 4.9 NM radius of SAFB/MAA. Two-way radio contact must be established with the ATCT prior to entry into Class D airspace.

3.1.2.2. SAFB/MAA Class E airspace is defined as the airspace extending upward from the surface to 6,000' MSL (5,500' AGL) within 1.5 miles each side of the Scott TACAN 312 degree radial, extending from the 4.9 mile radius of SAFB/MAA, to 10 miles Northwest of the Scott TACAN and the airspace extending upward from 700' above the surface within a 7.4 mile radius of SAFB/MAA and within 1.5 miles each side of the Scott TACAN 312 degree radial extending from the 7.4 mile radius to 10 miles Northwest of the Scott TACAN and within 1.7 miles each side of the Scott TACAN 140 degree radial extending from the 7.4 mile radius to 14 mile Southeast of the Scott TACAN, excluding that airspace within the St. Jacob, IL and Cahokia, IL Class E areas.

3.2. Practice Approaches.

3.2.1. Civilian Aircraft.

3.2.1.1. See paragraph **9.17**

3.2.2. Military Aircraft.

3.2.2.1. Runway 14R/32L is the primary runway for the purpose of military aircraft transition training (does not apply to 126 ARW aircraft).

3.2.2.2. Runway 14L/32R may be used when necessary as determined by the ATCT.

3.3. Air Traffic Control Service.

3.3.1. Air Traffic Control services are provided by the USAF IAW the SAFB/MAA Joint-Use Agreement, FAAO 7110.65, AFI 13-203, AFI 13-204 and this instruction.

3.3.2. Exemption from, or the application of, a particular requirement contrary to, or not addressed by, current FAA or USAF ATC procedures must be agreed upon in writing by the

USAF, St. Clair County officials, and the applicable company or carrier. Documentation must be forwarded to the SAFB/MAA Joint-Use Management Committee (JUMEC) for further processing.

3.3.3. The ATCT considers SAFB and MAA airfields a single entity. The runways and traffic patterns are used for landing and departing aircraft IAW FAA Order 7110.65, established FAA guidance, and applicable joint-use agreements. Airfield utilization decisions are based on operational advantage, efficiency, resources available, RWYs, TWYs, and NAVAIDs at the time of service application.

Chapter 4

VISUAL FLIGHT RULES (VFR) PROCEDURES

4.1. VFR Weather Minimums.

4.1.1. VFR weather minimums in the SAFB/MAA local flying area are derived from AFI 11-202, Vol 3.

4.1.2. The WS will discontinue VFR training when aircraft are no longer visible from the ATCT in any portion of the VFR traffic pattern, regardless of reported weather. Weather minimums for other than USAF aircraft will be IAW FAAO 7110.65.

4.1.3. The minimum restrictions to assist the WS in making a decision are defined in **Table 4.1**

Table 4.1. Weather Restrictions.

CEILING	RESTRICTIONS
Below 2,500’ AGL	Overhead pattern closed
Below 2,000’ AGL	Rectangular pattern closed (2,000’ MSL conventional aircraft, C-21 type)
Below 1,500’ AGL	All patterns closed
Note: Ceiling is measured in AGL versus MSL.	

4.2. VFR Traffic Patterns (see attachment 5).

4.2.1. VFR aircraft will contact ATCT on published sector frequency prior to entering Class D airspace.

4.2.2. All local training flights making consecutive approaches will advise ATC when extending beyond two NM of the SAFB/MAA before turning crosswind or to assigned climb-out heading.

4.2.3. Traffic patterns or approaches are not to be flown between the runways under any circumstances.

4.2.4. Arriving and departing aircraft below 3,000’ MSL will not over-fly the airport or cross the extended runway centerlines unless the operation has been specifically approved by the ATCT.

4.2.5. Pattern altitudes specified in **Table 4.2** will be followed:

Table 4.2. Pattern Altitudes.

Type of Pattern	Altitude
Overhead	2,500’ MSL
Rectangular (high performance jet, fighter type)	2,500’ MSL
Rectangular (conventional aircraft, C-21 type)	2,000’ MSL
Rectangular (small general aviation aircraft and helicopters)	1,500’ MSL

4.3. VFR Holding Points.

4.3.1. Southwestern Illinois College (SWIC) – 5 NM Southwest, hold West of **SWIC**.

4.3.2. City of Lebanon, IL – 5 NM Northeast, holds East of Lebanon. Aircraft are to avoid directly over-flying the city of Lebanon for noise abatement.

4.4. Overhead Patterns.

4.4.1. Overhead patterns will be right traffic for Runway 14R/32R and left traffic for Runway 14L/32L.

4.4.2. Protection of the overhead pattern.

4.4.2.1. Aircraft departing, making multiple approaches, or requesting closed traffic will maintain at, or below, 2,000’ MSL until departure end of the runway to prevent conflict with traffic in the overhead pattern.

4.4.2.2. ATCT will issue the above restriction to aircraft when there is traffic in the overhead pattern. Example: “Maintain at or below 2,000’ until departure end. Traffic F-15 in the overhead.”

4.5. Special Procedures (Helicopter, Functional Check Flight, Paradrop Operations).

4.5.1. Helicopter Operations.

4.5.1.1. Helicopters will comply with small general aviation aircraft traffic patterns and will use the CMA at the direction of the ATCT. Normally, helicopters arriving at SAFB will be directed to land at the intersection of TWYs Golf and Alpha.

4.5.1.2. When landing at MAA, helicopters will be directed to land on TWY Kilo, as close as practical to the ramp they will be using.

4.5.1.3. Helicopters are prohibited (except as described in paragraph **4.5.2**) from landing on ramps on both Scott AFB and MAA.

4.5.1.4. Helicopters will not fly over SAFB Medical Clinic, HQ AMC, HQ USTRANSCOM, MAA Passenger Terminal or over any SAFB housing area.

4.5.2. Area Rescue Consortium of Hospitals (ARCH) Medical Aircraft Operations.

4.5.2.1. The ARCH helicopter’s mission is to transport critically ill patients to local area hospitals in a more expeditious manner than the traditional ambulance. It is essential to

consider their mission when providing services. ARCH helicopters will use the Call Sign "LIFEGUARD" when ATC priority is necessary to accomplish their mission.

4.5.2.2. 375 AMW/CP will:

4.5.2.2.1. Accomplish notification procedures IAW the ARCH Notification Checklist.

4.5.2.2.2. Notify the SAFB Medical Clinic when the aircraft is within a 5-minute estimated time of arrival (ETA).

4.5.2.2.3. Coordinate parking assistance with TA and they will arrange to park the aircraft on Spot 13 or as close as possible to Spot 13 or as directed by ATCT.

4.5.2.2.4. Notify the 375 SFS Control Center of all ARCH inbound aircraft.

4.5.2.3. ARCH aircraft will:

4.5.2.3.1. When inbound, notify the 375 AMW/CP and the ATCT of inbound time and obtain pertinent weather and landing information.

4.5.2.3.2. When outbound, contact ATCT and follow appropriate FAA flying procedures.

4.5.3. Functional Flight Check (FCF).

4.5.3.1. FCF will be coordinated with Kansas City Air Route Traffic Control Center (ARTCC) through AM at least 1 hour prior to takeoff.

4.5.3.2. If the entire FCF is to be conducted in IFR, prior coordination with Kansas City ARTCC is not required.

4.5.3.3. "FCF" must be entered in the Remarks Section of DD Form 175, *Military Flight Plan*.

4.5.3.4. Transient crews requiring an FCF will be briefed by 375 AMW Quality Assurance personnel and instructed to comply with procedures established in this instruction

4.5.4. Paradrop Operations. There are no specific paradrop procedures for SAFB/MAA. All requests must be coordinated with the AOF/CC and MAA Director of Operations.

4.5.5. Tactical Operations. Tactical operations will be conducted IAW Gateway TRACON/SAFB ATCT LOA, and the 458th Airlift Squadron/126 ARW Letter of Agreements.

4.6. Reduced Same Runway Separation. SAFB/MAA ATCT does not use reduced same runway separation.

4.7. Inter (see Table 4 3. or attachment 8). The ATCT may initiate intersection departures IAW FAA Order 7110.65, however it is the pilot's responsibility to accept or reject the clearance based on the performance capability of the aircraft considering weather, pavement, and aircraft load conditions.

Table 4.3. Inter by Feet Available (Estimated - rounded down to the nearest 50').

	Feet Available			
Taxiway	Runway 14L	Runway 32R	Runway 14R	Runway 32
E	N/A	N/A	5,100	2,850
G	7,950	2,000	2,450	5,500
L	9,550	450	N/A	N/A
M	5,600	4,400	N/A	N/A
N	4,200	5,800	N/A	N/A
P	2,450	7,550	N/A	N/A

Chapter 5

INSTRUMENT FLIGHT RULES (IFR) PROCEDURE

5.1. Radar Traffic Patterns. The STL Approach Control is responsible for vectoring aircraft to SAFB/MAA and for providing traffic advisories to local and transient aircraft. Aircraft operating outside Class D airspace must contact STL Approach Control on 125.2 or 281.5, or as directed by ATC. Separation between VFR aircraft in the SAFB/MAA traffic pattern and VFR/IFR aircraft arrivals will be conducted IAW FAAO 7110.65 directives by Scott Tower.

5.2. Surveillance (ASR) Approaches and Precision Approach Radar (PAR) Approaches/Monitoring. ASR/PAR approaches are not available at SAFB/MAA.

5.3. Local Departure Procedures. Departure procedures are available and normally assigned with RADAR vectors issued by STL TRACON to join the assigned procedure.

5.4. Radar Vector to Initial Procedures. Pilots of aircraft under radar control may request vectors to initial. Vectors will be provided to intercept initial at 3-5 NM from the runway end. IFR service is automatically cancelled once the aircraft reaches initial.

Chapter 6

EMERGENCY PROCEDURES

6.1. Operation of Primary Alarm System (PCAS) and Secondary Crash Net (SCN).

6.1.1. PCAS.

6.1.1.1. The PCAS is an emergency telephone system restricted to Initial Response Force agencies and select back-up agencies authorized access by AFI 13-203. The following SAFB/MAA agencies are authorized to have two-way communication on the PCAS:

6.1.1.1.1. SAFB Fire Department.

6.1.1.1.2. MAA Fire Department.

6.1.1.1.3. SAFB Medical Clinic.

6.1.1.1.4. ATCT.

6.1.1.1.5. AM.

6.1.1.1.6. MAA AOC.

Note: Additional agencies may have receive-only capability with approval from the 375 OSS/CC IAW AFI 13-203.

6.1.1.2. The PCAS will be activated, as necessary, by the ATCT as a minimum for the following situations:

6.1.1.2.1. In-flight emergencies.

6.1.1.2.2. Ground emergencies (i.e., hot brakes, hot guns, and bomb threats).

6.1.1.2.3. On/off-base aircraft accidents.

6.1.1.2.4. Suspected/actual hi-jack situations.

6.1.1.2.5. Natural disasters that affect the airfield.

6.1.1.2.6. Tower evacuation.

6.1.1.2.7. Aircraft no radio situations.

6.1.1.3. ATCT will:

6.1.1.3.1. Test the PCAS daily between 0830L and 0900L.

6.1.1.3.2. Report problems with any PCAS reception to SAFB Telephone Maintenance and request immediate repair.

6.1.1.4. PCAS users will:

6.1.1.4.1. Be prepared to copy information and refrain from asking questions until the end of a transmission.

6.1.1.4.2. Remain on the line until all transmissions are complete and they are instructed to secure the line by the ATCT.

6.1.2. The SCN.

6.1.2.1. The SCN is an emergency telephone system activated by AM and restricted to agencies requiring emergency action/response to aircraft mishaps.

6.1.2.2. The SCN will be used to relay information that is critical to aircraft and airfield operations and situations identified in the emergency management procedures; other forms of communication will be used to relay non-critical base information.

6.1.2.3. AM will:

6.1.2.3.1. Test the SCN daily, shortly after the ATCT tests the PCAS.

6.1.2.3.2. Report problems with transmission or reception with SAFB Telephone Maintenance.

6.1.2.4. SCN users will:

6.1.2.4.1. Be prepared to copy information and refrain from asking questions until the end of a transmission.

6.1.2.4.2. Remain on the line until all transmissions are complete and they are instructed to secure the line by the AM.

6.1.2.5. The 375 OSS/CC is the approval authority to add or remove users to/from the SCN.

6.1.2.6. Agencies subscribing to the SCN must have noise reduction features installed to filter out background noise.

6.2. Emergency Response Procedures. In-Flight/Ground Emergency Procedures (On/Off Base), Designation, and Responsibilities of the Incident Commander.

6.2.1. In the event of an aircraft mishap or emergency, ATCT will:

6.2.1.1. On-Base:

6.2.1.1.1. Immediately activate the PCAS providing all available information regarding the emergency. Information should include:

6.2.1.1.1.1. Type of emergency (in-flight/ground/physiological emergency, mishap, and aircraft theft/hijack).

6.2.1.1.1.2. Call sign/type aircraft.

6.2.1.1.1.3. Location (see note below).

6.2.1.1.1.4. Estimated time of arrival.

6.2.1.1.1.5. Landing RWY.

6.2.1.1.1.6. Personnel on board (POB).

6.2.1.1.1.7. Fuel on board.

6.2.1.1.1.8. Current wind.

6.2.1.1.1.9. Type of cargo (if hazardous)

6.2.1.1.1.10. Nature of emergency

6.2.1.1.1.11. Any other pertinent information.

Note: If necessary and when practical, grid map coordinates will be provided to all concerned through activation of the PCAS. The incident commander shall have the authority to update coordinates as appropriate.

6.2.1.1.2. Suspend normal operations when an aircraft mishap is observed or when normal operations would conflict with an emergency aircraft's priority.

6.2.1.1.3. If deemed necessary by the ATCT WS/SC, notify all airborne traffic "EMERGENCY IN PROGRESS, REMAIN CLEAR OF CLASS D AIRSPACE."

6.2.1.1.4. Notify ground traffic to "HOLD POSITION" when emergency (crash) equipment moves out to respond to the emergency. Normally, resume ground operations after the emergency has been terminated. However, ground movements may be approved on a case-by-case basis prior to emergency termination after coordination with the incident commander/fire chief.

6.2.1.1.5. Relay all additional information to crash crew personnel over the two-way radio. All references to the crash site will include grid map coordinates.

6.2.1.2. Off-Base: In the event an off-base mishap report is received from a credible source, (ATC facility, Sheriff's Department, etc.) the following shall apply: **Note:** Anytime the source of a mishap report is questionable, tower shall notify command post to verify the authenticity of the report. During these circumstances, tower will activate the PCAS as directed by the command post or base officials.

6.2.1.2.1. Activate the PCAS as in paragraph **6.2.1.1.1** above.

6.2.1.2.2. The ATCT will notify aircraft to remain clear of the mishap area unless otherwise advised by the incident commander or the 375 AMW/CP.

6.2.2. Designation of the Incident Commander (IC): The IC will be the Fire Chief unless otherwise designated IAW AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, and applicable supplements, or the Scott AFB Comprehensive Emergency Management Plan 10-2.

6.3. External Stores Jettison Area Procedures.

6.3.1. External Stores, Cargo Jettison Area procedures will only be used as a last resort and when non-jettison procedures will result in the loss of an aircraft.

6.3.2. The External Stores and Cargo Jettison Area is defined as the area North of Runway 32L, between the North overrun and Golf Course Road. Release altitude is 1,000' MSL.

6.3.3. Weather conditions must be sufficient to allow the pilot visual contact with the ground during the approach and jettison portion of the maneuver.

6.4. Fuel Dumping Procedures.

6.4.1. Fuel dumping will normally be conducted under the control of STL TRACON. The recommended Fuel Dump Area for SAFB is off the Troy VORTAC, 151 Radial between 20 and 40 Distance Measuring Equipment (DME).

6.4.2. A minimum 10,000' MSL is required for KC-135 aircraft. An optimum altitude of 3,000' to 6,000' MSL is suggested for all other base-assigned aircraft. Final altitude and location will be as directed by the controlling ATC facility, normally STL TRACON.

6.4.3. The controlling ATC facility will assign an altitude and vectors to an area to jettison fuel based on air traffic and urgency. Emergency fuel dumping may occur within Class D airspace.

6.5. Emergency Arresting/Barrier Gear Procedures. SAFB/MAA does not have aircraft arresting/barrier systems installed.

6.6. Hot Brake Area and Procedures. (See paragraph **2.14.2**)

6.7. Abandonment of Aircraft.

6.7.1. The controlled bailout area is defined as the Scott TACAN, 147 radial from 8 to 28 DME heading 147 degrees IAW the aircraft's Mission Design Series (MDS) requirements.

6.7.2. If possible, the aircraft will be under radar control to aid search and recovery.

6.7.3. The final decision to abandon an aircraft rests with the aircraft commander/pilot-in-command.

6.7.4. If time permits, ATCT will:

6.7.4.1. Define the area, direct the aircrew to contact STL Approach Control for vectors to bailout point and activate the PCAS.

6.7.4.2. Keep other ATC facilities advised of the situation or transfer control to STL Approach Control.

6.7.4.3. Accomplish emergency actions as required or as directed by the IC.

6.8. Personnel/Crash Locator Beacon Signal/Emergency Locator Transmitter (ELT) Response Procedures.

6.8.1. The tower will notify STL TRACON, Kansas City Center, the 375 AMW/932 AW/CPs, and AM when a Personnel/Crash Locator Beacon Signal or ELT signal is received or when aircraft reports receiving such a signal.

6.8.2. The PCN and SCN will be activated for a Personnel/Crash Locator Beacon Signal or ELT signal only if emergency response is desired by CP.

6.8.3. ELT test are authorized in compliance with guidance outlined in FAAO 7110.65.

6.9. Hung Ordnance Procedures. See paragraph 2.14.1 for procedures.

6.10. Wind Limitations on Control Tower. The ATCT will be evacuated when the winds, whether sustained or gusts, reach 70 knots. The ATCT's structural wind limitations are exceeded when sustained winds reach 70 knots or greater and gusts are 80 knots or greater. The ATCT will be evacuated as described in **paragraph 6.11.1** when wind reaches 70 knots or more.

6.11. Evacuation of ATC and AM Facilities.

6.11.1. ATCT Evacuation.

6.11.1.1. When the ATCT (Bldg 3900) must be evacuated due to fire, bomb threat, excessive wind, tornado sighted or reported moving toward the base, or other unsafe conditions requiring ATC personnel to leave, ATCT will (time permitting, safety of life takes priority):

6.11.1.1.1. Activate the PCAS and state the reason for the evacuation and where the controllers will relocate.

6.11.1.1.2. Broadcast the following message on ALL frequencies, including emergency frequencies: "ATTENTION ALL AIRCRAFT, SCOTT TOWER IS BEING EVACUATED, (REASON), (EVACUATION POINT IF KNOWN), (ANY OTHER PERTINENT INFORMATION). ALL AIRBORNE AIRCRAFT CONTACT ST. LOUIS APPROACH ON 125.2 OR 281.5. ALL TAXING AIRCRAFT REMAIN OFF THE RUNWAY; MILITARY AIRCRAFT CONTACT SCOTT COMMAND POST ON 130.65 OR 383.2, CIVILIAN AIRCRAFT CONTACT ATS ON UNICOM FREQUENCY 122.95." **Note:** The command post shall not issue taxi instructions, but serve as a coordination agency to assist aircraft commanders until tower has returned to operation.

6.11.1.1.3. Determine where ATC personnel will relocate using the WS Ready Reference File (RRF). This location is normally on the first floor in front of the elevator for high winds/severe weather, or the West corner of the parking lot for bomb threats, fire, etc.

6.11.1.1.4. Transfer control of all airborne VFR/IFR aircraft to STL Approach Control and complete applicable checklists in the WS RRF.

6.11.1.1.5. Set airfield lighting IAW the WS RRF.

6.11.1.2. Upon notification of the ATCT evacuation, AM will:

6.11.1.2.1. Activate the SCN and pass all known information.

6.11.1.2.2. Advise MAA AOC to transmit NOTAMs closing RWY 14R/32L and a separate NOTAM closing the ATCT.

6.11.1.3. Only emergency response vehicles are permitted on the CMA. AM has approval authority for other vehicles.

6.11.1.4. NAVAIDS internal monitoring capabilities will be relied upon IAW AFI 13-203.

6.11.1.5. MAA RWY 14L/32R, TWYs and aprons will remain open, but uncontrolled. **Note:** AFI 13-213 requires closing the SAFB portion of the airfield (RWY 14R/32L and all TWYs, ramps and aprons West of the Silver Creek Bridge) to all aircraft activity when the ATCT, AM or both is closed.

6.11.2. AM Evacuation.

6.11.2.1. When AM (Hangar 1) personnel must be evacuated due to fire, bomb threat, or other unsafe conditions, AM will relocate to the alternate AM Operations facility in the control tower.

6.11.2.2. Transient Aircrews will be directed to alternate facility by TA.

6.12. SAFB Fire/Crash Status and Aircraft Operating Restrictions.

6.12.1. SAFB/MAA fire fighting capability will be reported IAW the Aircraft Rescue and Fire Fighting (ARFF) capability matrices in **Attachments 4** and **5** of SCOTTAFBI 32-2003.

6.12.1.1. The reported capability will include separate indicators detailing the Fire Protection Flight's fire fighting/rescue capability to support NFPA Category 4, 8 and 9 aircraft based upon airframe length and military aircraft uniqueness. The capability report corresponds to permanently assigned/frequent use acft NFPA Category 4 (C-21), NFPA Category 8 (KC-135, C-9, C-130), and NFPA Category 9 (KC-10, C-5) transient aircraft. A new capability report is made anytime the fire fighting/rescue capability changes.

6.12.1.2. When the designated rescue team or on-scene water re-supply capability is outside the required response times, the capability category falls one level, and a report is made to personnel and agencies affected.

6.12.1.3. The need to report ARFF capability degradation due to off airfield emergency responses will be made at the discretion of the Senior Fire Officer based on the availability and speed by which crews can respond back to the airfield.

6.12.2. Restrictions to Scott AFB Flying Operations.

6.12.2.1. Apply the Fire Protection Conditions listed in paragraph **6.13** Restrictions apply to all aircraft assigned to SAFB and DOD transient aircraft except aircraft assigned to the 126 ARW.

6.12.2.2. If the number of aircraft operations must be limited, the ATCT will use the aircraft priority criteria listed in ATCT instructions to determine which aircraft may start/continue operations.

6.12.3. Sequencing and separation of aircraft remains the ATCT's primary responsibility. IAW FAAO 7110.65, monitoring and administering flying operations based on ARFF capability will be considered a secondary service and will be accomplished on a workload permitting basis.

6.12.4. The 126 ARW OG/CC or equivalent will maintain operational control of 126 ARW aircraft. Specific 126 ARW operational restrictions based on fire-fighting capability will be coordinated between the 126 ARW and the 375 CES/CEF under separate agreement.

6.13. Aircraft Rescue and Fire-Fighting (ARFF) Capability.

6.13.1. ARFF capability will be reported for three categories of aircraft using levels of capability ranging from one to five in Roman numerals. For example, a typical ARFF capability report may be "I, IV, V" indicating that the ARFF capability level is "I" for aircraft in Category 4 below, "IV" for aircraft Category 8 below and "V" for aircraft in Category 9 below. Categories of aircraft are defined as follows:

6.13.1.1. First digit: Aircraft considered Category 4 in attachment 5 of SCOTTAFBI 32-2003. This category includes C-21, C-12, F-15, F-16, A-10, FA-18, F-14, and similar type aircraft.

6.13.1.2. Second digit: Aircraft considered Category 8 in SCOTTAFBI 32-2003, attachment 5. This category includes KC-135, C-9, C-130, C-17, and similar type aircraft.

6.13.1.3. Third digit: Aircraft considered Category 9 in SCOTTAFBI 32-2003, attachment 5. This category includes C-5A/B, B-2, B-747, B-777, KC-10, and similar type aircraft.

6.13.1.4. When the appropriate category of aircraft is doubtful, defer the aircraft to the next larger category.

6.13.2. ARFF Category Response Levels. Actions as outlined below will be implemented for any category when the following response capability is reported for that category:

6.13.2.1. Response Level I: Fully Capable - No restrictions.

6.13.2.2. Response Level II: Capable with Limited Interior Fire-Fighting Operations - No restrictions.

6.13.2.3. Response Level III: Fire Suppression Capability Severely Limited - No restrictions to flying operations and DOD ground concurrent servicing operations terminated.

6.13.2.4. Response Level IV: DOD transition flying training restricted to RWY 14R/32L only - Ground concurrent servicing operations terminated.

6.13.2.5. Response Level V: DOD transition training for all RWYs terminated and ground servicing operations prohibited without the 375 OG/CC approval. (Tenant group commanders may consult with 375 OG/CC for reduced restrictions.). **Note:** In unusual circumstances (i.e., major structural fire on base) 375 OG/CC may order SAFB airfield closed and flightline operations terminated. In this case, no TWY, ramps, or RWY 14R/32L aircraft operations would be permitted.

6.13.3. Notification Procedures for Reduced Fire-Fighting Capabilities.

6.13.3.1. SAFB Fire Department will notify AM of any reduced fire-fighting capability and estimated time of return to full capability.

6.13.3.2. AM will notify the following of any reduced fire-fighting capability and estimated time of return to full capability:

6.13.3.2.1. 375 OSS/CC.

6.13.3.2.2. ATCT.

6.13.3.2.3. 375 AMW/932 AW/CP.

6.13.3.2.4. 126 ARW/CP.

6.13.3.2.5. TA.

6.13.3.2.6. MAA AOC.

6.13.3.3. The 375 AMW/CP will notify the following of reduced fire-fighting capability and the estimated time of return to full capability.

6.13.3.3.1. 375 OG/CC.

6.13.3.3.2. 375 AMW/CC.

6.13.3.4. 126 ARW/CP will notify 126 OG/CC. **Note:** the 126 ARW/CC, or equivalent, will maintain operations control of the 126 ARW aircraft using RWY 14L-32R.

6.13.3.5. ATCT will notify STL TRACON and broadcast the DOD ARFF operations reduced capability on the DATIS.

6.14. Fire Department Incident Commander (IC) Local Emergency Frequency Procedures.

6.14.1. Fire Department IC Local Emergency Frequency Procedures will only be implemented at the request of the Fire Department IC, concurrence of the aircraft commander and approval by the ATCT WS.

6.14.2. The IC will be permitted to use ground control (GC) frequency VHF 119.2 to communicate with the emergency aircraft when the following conditions are met:

6.14.2.1. RWY operations will been suspended or closed after the emergency aircraft has landed.

6.14.2.2. The emergency aircraft has switched to frequency 119.2 and established two-way radio communication with GC.

6.14.2.3. GC has given the IC permission to communicate with the emergency aircraft by stating "IC PERMITTED ON FREQUENCY 119.2."

6.14.3. The IC will identify themselves during all communications with GC and emergency aircraft.

6.14.4. The IC, when authorized, is the only person permitted to transmit on the designated frequency; the IC will not use the frequency to communicate with anyone except GC and the emergency aircraft. The IC will not issue control instructions to the emergency aircraft (i.e., "ROLL FORWARD OR TAXI OFF THE RUNWAY").

6.14.5. GC has the authority to interrupt and override transmissions made on Frequency 119.2 during the emergency.

6.14.6. After the emergency is terminated, the IC may no longer communicate with the emergency aircraft on Frequency 119.2. The IC will inform GC when they are off the frequency.

6.14.7. GC will make the following transmission: "ATTENTION ALL AIRCRAFT GROUND CONTROL FREQUENCY 119.2 IS NOW AVAILABLE FOR GROUND OPERATIONS."

6.15. Alternate Facility Procedures.

6.15.1. AM: The alternate AM facility is located in the ATCT (Bldg 3900). It is equipped with an alternate SCN, all necessary landlines, radios, and LAN connections.

6.15.2. ATC: No alternate ATC facility is available.

6.16. Hydrazine Aircraft Operations. Hydrazine is an odorless, colorless gas used in some aircraft (i.e., F-16s) for auxiliary power. The gas is deadly to humans. Aircraft inbound to SAFB/MAA with suspected Hydrazine leaks will be directed to turn off and exit the RWY at the end, and hold this position until emergency response personnel deem the aircraft safe to move to normal parking on the ramp.

6.16.1. AM will close RWY 14R/32L to air traffic until the aircraft with the Hydrazine leak is declared safe.

6.16.2. MAA AOC will close RWY 14L/32R to aircraft operations until the aircraft is declared safe.

Chapter 7

FLIGHTLINE (CMA) VEHICLE/PEDESTRIAN OPERATIONS

7.1. Detailed instructions pertaining to Flight line (CMA) Vehicle/Pedestrian Operations can be found in SCOTTAFBI 13-202, *Airfield Driving Program*.

Chapter 8

FLIGHT PLANNING PROCEDURES

8.1. Flight Planning.

8.1.1. Pilots intending to fly an aircraft originating from SAFB ramps must file a flight plan with the SAFB AM, TACC, USAFE/PACAF AMOCC, or contract aircraft dispatch section prior to flight.

8.1.2. Flight plan filing procedures.

8.1.2.1. Aircraft operating on the second or subsequent legs of an IFR or VFR stopover flight plan must have their outbound leg on file at AM.

8.1.2.2. SAFB and 126 ARW assigned crews may file a flight plan with AM via fax (DSN 576-6718 or commercial (618) 256-6718), scanned e-mail to **scott.airfield@scott.af.mil**, or call DSN 576-1861 or commercial (618) 256-1861 to activate one of the locally approved "canned" flight plans.

8.1.2.3. The individual submitting the flight plan should call the AM via land line (DSN 576-1861 or commercial (618) 256-1861) to verify the flight plan was received and ensure AM personnel have no questions to expedite processing.

8.1.2.4. Allow 30 minutes for domestic and 2 hours for international flight plans to be processed.

8.1.2.5. The original flight plan must be maintained by the originator for a minimum of 3 months. **Note:** Aircrews filing with agencies outside AM shall ensure an electronic copy of the flight plan is sent to AM prior to departure.

8.1.3. AM will advise the ATCT of each filed flight plan and proposed departure time. Information provided to the ATCT will include:

8.1.3.1. Aircraft identification.

8.1.3.2. Type aircraft.

8.1.3.3. Estimated time of departure.

8.1.3.4. Duration of local flights.

8.1.4. Pilots of military aircraft parked at MAA may file flight plans at AM provided they file the original signed flight plan in person or file the flight plan with STL Automated Flight Service Station (AFSS). However, flight plans filed with STL AFSS are not able to be flight followed by AM.

Chapter 9

MISCELLANEOUS PROCEDURES

9.1. Airfield Operations Board (AOB)/Joint Use Meeting Executive Committee (JUMEC). The joint AOB will meet quarterly IAW AFI 13-203; it is the decision-making body for changes to policy governing operations within the SAFB/MAA airfield. The 375 OG/CC chairs the AOB.

9.1.1. AOB Membership.

9.1.1.1. 375 AMW Members:

9.1.1.1.1. 375 OG/CC.

9.1.1.1.2. 375 AMW/SE.

9.1.1.1.3. 458 AS/CC.

9.1.1.1.4. 375 OSS/CC.

9.1.1.1.5. 375 CES/CC.

9.1.1.1.6. 375 CS/CC.

9.1.1.1.7. 375 AOF/CC.

9.1.1.1.8. 375 OSS Weather Flight Chief.

9.1.1.1.9. 375 OSS/OSAB, Tower Chief Controller.

9.1.1.1.10. 375 OSS/OSAA, Airfield Manager.

9.1.1.2. MAA Members:

9.1.1.2.1. MAA Airport Director.

9.1.1.2.2. MAA Director of Operations.

9.1.1.2.3. Applicable MAA Air Carrier Station Managers.

9.1.1.3. Associate and/or Tenant Unit Members:

9.1.1.3.1. 126 OG/CC.

9.1.1.3.2. 932 OG/CC.

9.1.1.3.3. SAFB Aero Club Manager.

9.1.1.3.4. STL TRACON Representative.

9.1.2. Airfield Operations Board Review Items. AFI 13-204 requires mandatory annual review of the following special interest items. They will be accomplished according to the following schedule:

9.1.2.1. Items for review at AOB IAW AFI 13-204 and AMC Supplement 1:

9.1.2.1.1. Airspace (terminal, en route, and special-use airspace). (Annually or as changes occur)

9.1.2.1.2. ATC flying procedures. (Annually or as changes occur)

9.1.2.1.3. Military, FAA, and/or Host Nation Concerns.

9.1.2.1.4. AOF (Flight Support, AM, ATC) Staffing and Proficiency.

9.1.2.1.5. ATCALS/ NAVAID PMI Schedule.

9.1.2.1.6. Airfield Environment:

9.1.2.1.7. Status of deteriorating airfield/runway conditions

9.1.2.1.8. Number of permanent/temporary airfield waivers

9.1.2.1.9. Status of Annual Airfield Waiver package

9.1.2.1.10. Aircraft Parking Plan. (Annually or as required)

9.1.2.1.11. Airfield Driving program.

9.1.2.1.12. Runway Intrusion/CMA Violations.

9.1.2.1.13. HATRs.

9.1.2.1.14. ATSEP Observations.

9.1.2.1.15. LOP Review:

9.1.2.1.16. SAFB ATC directives

9.1.2.1.17. LOAs

9.1.2.1.18. OIs

9.1.2.1.19. Operations plan annexes that involve ATC

9.1.2.1.20. TERPs. (Annually or as needed)

9.1.2.1.21. Special Interest Items (SII). (Upon release of new SIIs)

9.1.2.1.22. AICUZ. (Optional)

9.1.2.2. Airfield tree/vegetation growth and management will be reviewed quarterly at each meeting.

9.1.3. Joint Use Management Executive Committee (JUMEC).

9.1.3.1. In addition to the joint AOB, management and discussion of SAFB/MAA joint operations and issues are presented at the JUMEC IAW the Joint-Use Agreement and Annex B.

9.1.3.2. The JUMEC will meet semi-annually with the 375 AMW hosting the meeting.

9.1.3.3. The 375 AMW/CC and St. Clair County Board Chairman chair the meeting.

9.1.3.4. Notification of the meeting will be accomplished as appropriate by 375 OSS/OSA.

9.1.3.5. JUMEC Membership.

9.1.3.5.1. 375 AMW/CC.

9.1.3.5.2. 375 OG/CC.

9.1.3.5.3. 375 MSG/CC.

9.1.3.5.4. 375 CES/CEF.

9.1.3.5.5. 375 CS/CC.

9.1.3.5.6. 375 CES/CC.

9.1.3.5.7. 375 SFS/CC.

9.1.3.5.8. 375 OSS/CC.

9.1.3.5.9. Chairman, St Clair County Board.

9.1.3.5.10. MAA Director.

9.1.3.5.11. MAA Chief of Public Safety.

9.1.3.5.12. MAA Engineering and Planning.

9.2. NOTAM Procedures.

9.2.1. The ATCT is designated the NOTAM monitoring facility for the airfield by the AOF/CC.

9.2.2. AM is the designated military NOTAM dispatch facility by the AOF/CC and is responsible for publishing local area NOTAMs (local advisories) in the DOD NOTAM System.

9.2.3. MAA AOC is responsible for publishing local NOTAMs (advisories) with STL AFSS.

9.2.4. AM and the MAA AOC will coordinate NOTAM information with each other and the ATCT prior to issuing a NOTAM. Coordinating agencies will advise the ATCT of all new, revised and cancelled NOTAMs.

9.2.5. Disseminating information on unanticipated or temporary interruptions/changes to components of the National Airspace System IAW FAA Order 7930.2, *Notices to Airmen* and Air Force Interservice Instruction 11-208.

9.2.5.1. The AFM and MidAmerica Airport Management (MAM) Operations Management will ensure their operations personnel are familiar with criteria of NOTAM and non-NOTAM material for military and civilian NOTAMs.

9.2.5.2. Standards for NOTAM and non-NOTAM items are found in Advisory Circular 150/5200-28B, *Notices to Airmen (NOTAM) for Airport Operations* and AFI 11-208_IP.

9.2.6. Inter-facility coordination of NOTAMs between AM and the MidAmerica AOC will be accomplished as follows:

9.2.6.1. AM will:

9.2.6.1.1. Submit NOTAMs to the DOD NOTAM office for outages affecting the SAFB NAVAIDS, to include the TACAN, PAPI, aircraft servicing limitations, fuel availability, quiet hours, etc. and military local advisories.

9.2.6.1.2. AM will submit NOTAMs to the DOD NOTAM Office for facility outages at MAA not considered NOTAM material in the FAA NOTAM System (i.e., RWY 14L/32R or 14R/32L, PAPI out of service, etc.).

9.2.6.2. MAA AOC will:

9.2.6.2.1. Transmit FAA-approved NOTAMs affecting facilities and services at SAFB/MAA.

9.2.6.2.2. Transmit NOTAM data into the FAA National Flight Data Center using current FAA Procedures.

9.2.6.2.3. Fax transmittal may be used to simplify NOTAM dissemination to all tenants.

9.2.6.3. Verification of NOTAM receipt will be made between MAA AOC and AM. The originating agency will contact the receiving agency for verification.

9.2.6.4. MAA AOC and AM will coordinate and validate the Airport Outstanding NOTAM Checklist daily. The list will contain NOTAM and Airfield Advisory information that affects military and civilian operations at SAFB/MAA.

9.2.7. The MAM Operations Manager is responsible for providing the AFM and Tower Chief Controller a list of operating initials for MAA employees authorized to furnish NOTAM data to the STL AFSS.

9.2.8. NOTAM and airfield advisory information for SAFB can be obtained via the Internet at: **https://notams.jcs.mil** or by calling AM or the MAA Operations Center.

9.3. Flight Information Publication (FLIP) Accounts, Procedures for Requesting Changes. The AM receives and issues FLIPs for base assigned units. Units should contact their unit FLIP manager for FLIP account changes requirements.

9.4. Waivers to Airfield/Airspace Criteria. Airfield/Airspace waivers are reviewed annually and briefed at the AOB. The 375 CES/CEAO is the OPR for the Airfield Waiver Program and 375 OSS/OSA is the OPR for Airspace Criteria.

9.5. Prior Permission Requested (PPR) Procedures.

9.5.1. PPR is required due to limited aircraft parking facilities and the requirement to manage transient aircraft movement on the airfield. The AM is the sole agent for issuing PPRs for transient aircraft to use any parking facility on SAFB.

9.5.1.1. AM will complete a SAFB Operations Movement Coordination Worksheet for each request for transient aircraft PPR. PPR requests will depict:

9.5.1.1.1. Date and time of aircraft arrival/departure

9.5.1.1.2. Type of aircraft

9.5.1.1.3. Reason for stop at SAFB (i.e., gas and go, distinguished visitor (DV) movement, AMC conference, etc.)

9.5.1.1.4. Point of contact

9.5.1.1.5. DSN/commercial telephone number

9.5.1.1.6. Any DV movement or special servicing requirements

9.5.1.2. AM will approve PPR if there is sufficient parking space and if the aircraft arrives and departs within TA and/or AM operating hours.

9.5.2. The 375 OSS/CC or designated representatives must approve PPRs for aircraft arriving after TA and or AM operating hours. **Note:** Transient aircraft may not park or depart from parking at SAFB without TA or maintenance assistance. Normally, PPR will be denied for routine cross-country flights (no DV on board or non-AMC mission aircraft) scheduled to arrive or depart after TA hours.

9.5.3. PPR request forms will be faxed to the 375 AMW/CP and TA for coordination.

9.5.4. 126 ARW Transient Aircraft Coordination.

9.5.4.1. Transient aircraft parking at the 126 ARW Ramp is for official business only and normally requires 48-hour advance PPR.

9.5.4.2. Transient crews requesting parking at the 126 ARW Ramp must initiate the PPR request through 126 ARW/AM.

9.5.4.3. AM will direct PPR request for transient aircraft parking on the 126 ARW Ramp to the 126 ARW/CP IAW IFR Supplement.

9.5.4.3.1. 126 ARW PPR approvals will be faxed to 375 AM for entry into ATLAS.

9.5.5. TA will provide parking and other transient services if the aircraft arrives or departs during TA operating hours or if extended hours are approved.

9.5.6. PPR is required for locally assigned C-21 and C-9 aircraft requiring DV parking in front of AM. Normally, TA provides transient services to base-assigned C-21 aircraft parked on Spots 13 through 15, provided the aircraft arrives or departs with a DV Code 6 or higher. Aircraft other than C-12 or C-21 wishing to park in DV parking are evaluated independently upon AM notification.

9.6. Arriving Air Evac Notification and Response Procedures. Upon notification/arrival of any Air Evac aircraft, AM will notify the 375 AMW/CP. The CP will notify the clinic, fire department, and rescue protection.

9.7. Unscheduled Aircraft Arrivals.

9.7.1. ATCT will solicit AM for permission to grant an unscheduled aircraft arrival.

9.7.2. AM will grant or deny permission for unscheduled aircraft arrivals IAW AFI 10-1001, *Civil Aircraft Landing Permits*, OSAA OI 13-213, and local checklists.

9.7.3. Unauthorized landings. (Refer to AFI 10-1001 and OSAA OI 13-213.)

9.7.3.1. In the event an aircraft lands without permission, the ATCT and the AM will execute Unauthorized/Inadvertent Civilian Aircraft Landings checklists.

9.7.3.2. Unauthorized landings present a distinct security risk to SAFB. If a pilot files a flight plan to and lands at SAFB without first obtaining prior permission, the 375 AMW/CC or a designated representative may categorize the landing as unauthorized IAW AFI 10-1001.

9.7.3.3. When a civil aircraft, without a PPR requests permission to land, AM will inform ATCT that no prior approval has been obtained and the aircraft is to be denied landing rights.

9.7.3.4. If the pilot of a civil aircraft declares an emergency and needs to land at SAFB, the ATC WS/SC will allow the aircraft to land, direct him to clear the active runway and hold position, and notify AM of location.

9.7.3.5. AM will:

9.7.3.5.1. Respond to the aircraft and coordinate with ATCT to ensure the aircraft is held in position until 375 AMW and/or 126 ARW/SFS responds.

9.7.3.5.2. Notify 375 AMW and/or 126 ARW/SFS to dispatch a security team to the aircraft to maintain security of the aircraft and crew and, if necessary, to conduct follow-on actions as directed by the AOF/CC or designated representative.

9.7.3.5.3. Notify the AOF/CC.

9.7.3.5.4. Have Transient Alert provide a vehicle to the aircraft and standby to escort and/or park the aircraft.

9.7.3.6. The AOF/CC or designated representative will proceed to the aircraft to determine landing validity.

9.7.3.7. The responding representative will interview the pilot and obtain a written circumstantial report, copies of pilot's license, driver's license, aircraft registration, and copies of reports taken by other responders such as FAA, Security Forces, or Secret Service.

9.7.3.8. Once the interview is completed the category of landing will be ascertained and appropriate landing fees will be assessed according to AFI 10-1001 and appropriate report sent to HAF XOO/CA.

9.7.3.9. The AOF/CC will update the 375 AMW/CC and 375 OG/CC.

9.8. Distinguished Visitor Notification Procedures.

9.8.1. Pilots of base-assigned aircraft transporting O-6s (or equivalent) in the position of wing commander (or equivalent) or DV Code 6 or higher will contact the 375 AMW/CP on UHF 383.2 or VHF 130.65 at least 30 minutes prior to landing with DV status and an estimated block time.

9.8.2. If unable to contact the 375 AMW/CP, contact AM on Pilot-to-Dispatch and provides DV status, block time and aircraft maintenance status. AM will pass this information to the 375 AMW/CP.

9.8.3. The ATCT will pass a "DV check" to AM when the DV aircraft is at 15 flying miles out and call AM with a "DV arrival" when the DV aircraft lands.

9.8.4. The term "DV" will not be used over the airwaves. DV aircraft shall be replaced with priority aircraft.

9.9. Dangerous/Hazardous Cargo. These procedures are in addition to those contained in AF Joint Instruction 11-204, *Operational Procedures for Aircraft Carrying Hazardous Material*. Taxi routes and other procedures applicable to hazardous material and contaminated aircraft are established for use at SAFB.

9.9.1. Notification.

9.9.1.1. Notification of inbound aircraft carrying hazardous cargo may be received from air terminal operations center, ATCT, pilot-to-dispatch message, flight service, etc.

9.9.1.2. AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Material*, requires aircraft carrying hazardous cargo or inert devices to indicate type cargo in the remark section of the DD Form 175, *Military Flight Plan*.

9.9.1.3. A base agency receiving information on an inbound aircraft carrying hazardous cargo will relay all available information to AM.

9.9.1.4. AM will:

9.9.1.4.1. Notify and keep the appropriate agencies updated.

9.9.1.4.2. Notify the ATCT and MAA AOC when commercial and general aviation aircraft are restricted from RWY 14R/32L.

9.9.1.5. MAA AOC will:

9.9.1.5.1. Publish appropriate NOTAMs restricting general aviation and commercial aircraft from using RWY 14R/32L.

9.9.1.5.2. Ensure air carrier companies operating aircraft under the CFR Title 14, Part 121, *Electronic Code of Federal Regulation*, maintain only qualified agencies and personnel to receive or handle hazardous substances and materials as outlined in hazardous material regulations.

9.9.2. Parking for Hazardous Cargo Aircraft (see **Attachment 2**). DOD aircraft destined for SAFB with DOD Class 1.1 through 1.4 cargo will park at the Hazardous Cargo Parking Spot on TWY Golf, 1105' West of hold short line to RWY 14R/32L.

9.9.2.1. The designated Hazardous Cargo Parking Spot for MAA is the intersection of TWYs Papa and Kilo.

9.9.2.2. Commercial and non-SAFB or DOD Aero Club general aviation aircraft are prohibited from using RWY 14R/32L for departure or arrival when an aircraft with hazardous cargo is parked on the TWY Golf Hot Spot.

9.10. Wear of Hats. Hats are not authorized on the SAFB flight line unless exempted as described below. This restriction is an effort to reduce FOD risk to aircraft. See AFI 21-101, *Aircraft and Equipment Maintenance Management,* and any applicable supplements, for specific guidance. Common exemptions are as follows:

9.10.1. Protocol duties when hats are appropriate (i.e., greeters).

9.10.2. Security forces and emergency personnel when headgear/hats are required.

9.10.3. Aircraft maintenance personnel, when protective/weather headgear IAW AFI 21-101, and any applicable supplements. **Note:** All personnel wearing hats and/or headgear must remove all head garments/gear in the vicinity of aircraft engine intakes, exhausts, props wash, and jet blasts, as lose garments can cause serious damage to aircraft engines.

9.11. Local Aircraft Priorities. ATCT prioritizes aircraft movements IAW FAAO 7110.65. Local aircraft priorities are subordinate to FAA directives.

9.11.1. SAFB/MAA local priorities are defined as (listed in order of preference):

9.11.1.1. 126 ARW alert aircraft

9.11.1.2. Aircraft dangerous cargo

9.11.1.3. Full stop landings

9.11.1.4. Distinguished visitors (DV) arrivals and departures

9.11.1.5. Departures

9.11.1.6. Based-assigned transition training missions

9.11.1.7. Transient aircraft transition training

9.11.1.8. SAFB Aero Club transition training

9.11.2. The AM will advise the ATCT of the aircraft identification and estimated time of arrival (ETA) or estimated time of departure (ETD) of aircraft with a DV code on board.

9.11.3. The ATCT will:

9.11.3.1. Notify AM when the DV aircraft is 15 flying miles from SAFB/MAA, using the term "DV Check."

9.11.3.2. Call AM with a "Priority arrival" when the DV aircraft lands. This service is dependent upon existing workload and will not detract in any way from the performance of primary ATC responsibilities.

9.11.4. Higher Headquarters missions shall inform clearance delivery and tower of their higher headquarters mission and their desire for priority. ("SCOTT TOWER, SAM 20, HIGHER HEADQUARTERS MISSION, REQUESTING PRIORITY.")

9.12. Lost Communications Instructions.

9.12.1. If being vectored in the radar pattern, proceed visually to initial or downwind, RWY 14L/32R, rock wings and look for light gun signals from ATCT on base and final.

9.12.2. If flying under VFR, proceed to initial or downwind, RWY 14L/32R, rock wings and look for light gun signals from ATCT on base and final.

9.12.3. All lost aircraft experiencing lost communications will be considered emergency by ATCT.

9.13. Standard Climb-Out Instructions.

9.13.1. In lieu of issuing detailed IFR Climb-Out Instructions, controllers may instruct locally based aircraft to "EXECUTE LOCAL CLIMB-OUT" which is defined as:

9.13.1.1. After completing Touch and Go, Low Approach, Option for RWY 14R/32L, fly runway heading, climb and maintain 3,000'.

9.13.1.2. For RWY 14L/32R, fly heading 040, climb and maintain 3,000'.

9.13.2. If the aircraft pilot is instructed to "GO AROUND" (not continue the approach) the pilot will fly runway heading and climb to 3,000' MSL while awaiting additional ATCT instructions.

9.14. Opposite Direction Take-Offs and Landings.

9.14.1. Pilots may request an opposite direction takeoff or landing. In coordination with the STL TRACON, the ATCT is the final approving authority. In all cases, the aircraft approaching or departing the runway in use will have priority over the aircraft requesting opposite direction. The ATCT will evaluate each opposite direction request based on known traffic conditions and apply the guidelines according to the following criteria:

9.14.1.1. IFR/VFR Arrival and VFR/IFR Departure. For same runway operations, departures must be airborne and turned to avoid conflict before arrival reaches 8-mile final.

9.14.1.2. IFR/VFR Arrival and IFR/VFR Arrival. For same runway operations, first arrival must be at landing threshold to full-stop land or turned to avoid a conflict for aircraft executing a missed or practice approach before the second arrival reaches 8-mile final to the opposite runway.

9.14.2. Simultaneous, opposite-direction approaches will be conducted IAW FAAO 7110.65.

9.15. Breakout/Go Around/Missed Approach Procedures. As instructed by ATC.

9.16. Flight line Smoking Policy. Smoking is prohibited on SAFB/MAA flight line, IAW AFOSHSTD 91-100, *Air Force Occupational Safety and Health Standard*.

9.17. Civilian Aircraft Operations.

9.17.1. Civilian, commercial, and military aircraft may conduct transition training on both runways. Civilian or commercial aircraft operations will primarily be assigned to RWY 14L/32R. In addition, RWY 14R/32L will be the primary VFR transition RWY and RWY 14L/32R will be the primary IFR transition RWY. The ATCT WS may change RWY use based on operational necessity.

9.17.2. Civilian Aircraft will not be permitted to hold over SAFB.

9.17.3. Civilian aircraft will not be permitted to take photographs of SAFB unless prior approval from 375 AMW/PA and approval is relayed to the ATCT.

9.17.4. Civil Landing Permits.

9.17.4.1. Civilian aircraft are not authorized access to SAFB ramps unless an approved DD Form 2400, *Civil Aircraft Certificate of Insurance*, DD Form 2401, *Civil Aircraft Landing Permit* and DD Form 2402, *Civil Aircraft Hold Harmless Agreement*, are on file at AM and/or HQ USAF Director of Airfield Operations (A30-AYO).

9.17.4.2. Civil aircraft with approved landing permits must obtain PPR from AM 24 hours before intended landing.

9.18. Civil Use of Military NAVAIDs. Civilian aircraft may use SAFB navigational aids and ATCT services. Practice approaches (IFR/VFR) are not authorized to RWY 14R/32L.

9.19. Aero Club Operations.

9.19.1. Operation of the SAFB Aero Club's aircraft will be IAW AFI 34-217, *Air Force Aero Club Program*, AFMAN 34-232, *Aero Club Operations*, and Aero Club Operating Instructions, as coordinated with the AFM.

9.19.2. Unless instructed otherwise by the ATCT, SAFB Aero Club aircraft will enter the traffic pattern at 45 degrees to the active runway on a midfield downwind at 1,500' MSL. **Note:** midair collision avoidance measure – avoid crossing the extended runway centerlines without ATCT approval.

9.20. Weather Dissemination and Coordination Procedures – Hazardous/Severe Weather Notification Procedures; Lightning Response. The SAFB Weather Station issues weather warnings, watches and advisories for SAFB/MAA as outlined in SCOTTAFBI 15-101, *Weather Support*.

9.20.1. Tests of the SAFB Siren, Giant Voice Severe Weather Notification System, and MAA Communications Check will be conducted every Wednesday at 1200L.

9.20.2. Notification from the SAFB Weather Station of lightning occurring within 5 NM of the SAFB/MAA.

9.20.2.1. The SAFB flight line will close and all flight line operations will cease to minimize the potential hazard to personnel in the open.

9.20.2.2. All personnel should seek shelter off the flight line if possible, or they should remain in the aircraft or vehicle if unable to vacate the flight line.

9.20.2.3. SAFB personnel will not conduct passenger/patient loading, refueling, fleet servicing or maintenance when a "Lightning Warning" is in effect.

9.20.2.4. ATCT will:

9.20.2.4.1. Broadcast the following on the ATCT Ground, Tower Talk Group and Ramp Talk Group Frequencies: "ATTENTION ALL AIRCRAFT/PERSONNEL THIS FREQUENCY. LIGHTNING IS OCCURRING WITHIN 5 NM MILES OF SAFB."

9.20.2.4.2. Transmit weather warnings and advisories pertaining to lightning over the DATIS.

9.20.2.4.3. Advise transient aircraft that TA or ground support personnel will be unavailable until the "Lightning Warning" is terminated and they should hold their position, unless they want to taxi to parking at their own risk.

9.20.2.5. Under normal conditions, air traffic operations (initial takeoff, full stop landing, or taxiing at SAFB/MAA) should not be conducted during a "Lightning Warning." However, the ATCT will allow operations if the aircraft commander determines that it is safe to takeoff, land, or taxi based on the specific weather conditions.

9.20.2.6. If an aircraft commander (AC) requests clearance to perform an operation (takeoff, landing, or taxi) after the ATCT has broadcast the "Lightning Warning" within 5 NM, the ATCT will restate the warning and confirm that the AC wants to proceed with the operation.

9.20.2.7. Transition training will not be accomplished during a "Lightning Warning." SAFB-assigned aircrews may taxi or return to assigned parking spots and shut down engines if neither adjacent parking spot is occupied.

9.20.2.8. Scott-assigned aircrews will follow TA's parking guidance if no parking spots are open. Transient aircraft may be taxied to an open parking area with abundant clearance (not requiring a marshaller) and shut down engines if desired.

9.20.2.9. Aircrews should remain with their aircraft and ensure the aircraft does not move until wheel chocks can be installed.

9.20.2.10. After the Lightning Warning expires, the ATCT will broadcast the following on the SAFB/MAA's Local, Ground, Tower Talk Group Frequencies: "ATTENTION ALL AIRCRAFT/PERSONNEL THIS FREQUENCY. THE WARNING FOR LIGHTNING OCCURRING WITHIN 5 NM MILES OF SAFB HAS BEEN CANCELLED." Normal aircraft operations will resume.

9.20.3. AM personnel will check the airfield for FOD or damage to airfield facilities West of Silver Creek immediately following severe weather conditions.

9.20.4. MAA personnel will check the airfield East of Silver Creek for FOD or damage to facilities immediately following severe weather conditions.

9.21. Airfield Snow Removal/Aircraft De-icing Procedures.

9.21.1. Snow Removal Procedures. Snow and ice removal will be accomplished according to procedures outlined in the SAFB/ MAA Joint Snow Removal Plan.

9.21.2. Aircraft De-icing Pit Information. There are three aircraft de-icing pits on SAFB/MAA. The primary two are located on MAA's Mike and November Ramp. The third is located on the 126 ARW Ramp and is primarily used by Air National Guard aircraft.

9.21.2.1. Priority. All users must provide the 375 AMW/CP 24-hour notice. **Note:** Non-DV, non-AE missions, and trainers whenever practical will be routinely prioritized below DV and AE missions.

9.21.2.2. De-ice coordination. If de-ice requirements exceed the limit of handheld spray bottles for spot de-icing, aircrews must contact 375 AMW/CP. The 375 AMW/CP, in turn, will forward the request to 126 ARW/CP or MAA AOC and provide crews with confirmation of de-ice plans and potential mission delays as applicable. The 126 ARW/CP and MAA Ops will determine availability of services. The 126 ARW/CP will ensure approval from 126 ARW/SF prior to aircraft taxi or tow operations.

9.21.2.3. 126 ARW De-icing Pit.

9.21.2.3.1. Is located at the Southeast corner of the 126 ARW Ramp near the TWY Golf exit from the center taxi lane.

9.21.2.3.2. The de-icing pit and fluid retrieval drains are designed to accommodate KC-135 or smaller aircraft.

9.21.2.3.3. Its use by other than 126 ARW aircraft is restricted when parking Spots A1-A3 are occupied.

9.21.2.3.4. When Spots A1-A3 are occupied, C-21 aircraft will taxi on the Guard Ramp via TWY Golf to the de-icing pit. Following de-icing, C-21 aircraft will exit the Guard Ramp via TWY Golf (see **Attachment 2**).

9.21.2.3.5. The 375 AMW will keep track of how much de-icing fluid was used and will reimburse 126 ARW cost associated with recovery of their portion.

9.21.2.3.6. Use of the de-icing pit by other than 126 ARW aircraft must be coordinated by 375 AMW/CP and approved by 126 ARW MOCC.

9.21.2.3.7. During non-operating hours, 126 ARW MOCC coordination may be forwarded through the 126 ARW/CP or UHF. The ATCT will be notified by the controlling MOCC or CP of all aircraft that require de-icing at the 126 ARW De-icing Pit.

9.21.2.4. MAA De-icing Pit.

9.21.2.4.1. Prior notice of de-icing is required. Aircrews requiring de-icing at SAFB will provide the maximum allowable notification time a minimum of 24 hours is required.

9.21.2.4.1.1. For SAFB originating missions and transient aircraft scheduled to launch during/after a predicted frost or frozen precipitation forecast, schedulers and aircrews must provide 24-hour prior notification of the potential need for de-ice operations to the 375 AMW/CP unless alert notification was given with less than minimum time required.

9.21.2.4.2. Omissions of prior notification will not render services unavailable but may impact coordination efforts, and crews should anticipate delays.

9.21.2.4.3. MAA needs 24-hour prior notification for all de-icing requirements.

9.21.2.4.4. Normal de-icing hours at MAA are 0800L-2000L daily.

9.21.2.4.5. After hours MAA de-icing is available. Requirements received by 1200L daily can be manned for after hour de-icing events between 2000L-0800L Monday through Friday. **Note:** The conduct of de-icing events by military personnel/equipment on MAA will be conducted by exception only, under dire circumstances, and requires MAA Director of Operations approval.

9.21.2.5. Expectations:

9.21.2.5.1. 375 AMW/CP will:

9.21.2.5.1.1. Perform command and control operations for home station and transient aircraft.

9.21.2.5.1.2. Receive and process all de-ice requests.

9.21.2.5.1.3. Confirm with MAA AOC via fax no later than 1200L daily, Monday-Friday, for any de-icing requirements for the following 24 hour period.

9.21.2.5.1.4. Notify aircrew of approved de-ice coordination efforts and remind them of requirement to hold short at TWY Echo/Golf for 126 ARW/SF escort when cleared to taxi.

9.21.2.5.1.5. Coordinate with MAA AOC for de-icing services and verify Type I and IV fluid is available. Multi Service Cards will be used for fund collection of services.

9.21.2.5.1.6. Notify tower of de-ice intentions, number of aircraft, aircraft type, mission number, tail number, and the requirement to hold short at TWY Echo/Golf.

9.21.2.5.1.7. Notify AM and coordinate movement of aircraft and de-ice equipment/personnel and the requirement to hold short at TWY Echo/Golf.

9.21.2.5.2. AM will:

9.21.2.5.2.1. Direct requests for de-ice coordination to the 375 AMW/CP.

9.21.2.5.3. ATCT will:

9.21.2.5.3.1. Direct requests for de-ice coordination to the 375 AMW/CP.

9.21.2.5.3.2. Direct taxi/tow operations as required for de-ice operations.

9.21.2.5.3.3. Direct taxi/tow operations to hold short at TWY Echo/Golf for 126 ARW/SF personnel.

9.21.2.5.4. The 126 ARW will:

9.21.2.5.4.1. When able, provide de-icing support through coordination with the 375 AMW/CP and IAW **paragraph 9.21.2.2**

9.21.2.5.5. The MAA AOC will:

9.21.2.5.5.1. Expeditiously process requests for use of their de-ice apron.

9.21.2.5.5.2. Provide coordination for commercial de-ice requests as required.

9.22. Bird/Wildlife Control - Local Bird/Aircraft Strike Hazard (BASH) Program Guidelines. Detailed BASH information is contained in the US IFR En Route Supplement, FLIP Area Planning AP1, Supplemental Airport Remarks, and the SAFB/MAA Joint BASH Plan 91-212. During Bird Migrating Seasons, BASH Phase 2, a NOTAM will be published defining AMC military aircraft operating procedures.

9.23. Bird Watch Conditions - locally established Bird Watch Conditions (BWC). (See SAFB/MAA Joint BASH Plan 91-212 for specific BASH BWC procedures). Fear of disrupting operations will not deter the reporting of a hazardous BWC. The following terminology will be used for rapid communications to disseminate bird activity information and implement unit operational procedures. Bird locations should be given with the appropriate BWC code.

9.23.1. BWC SEVERE. Bird Activity on or immediately above the active runway or other specific location representing high potential for strikes. Aircrews must thoroughly evaluate mission need before operating in areas under condition SEVERE.

9.23.2. BWC MODERATE. Bird activity near the active runway or other specific location representing increased potential for strikes. This condition requires increased vigilance by all agencies and extreme caution by aircrews.

9.23.3. BWC LOW. Bird activity on and around the airfield representing low potential for strikes. Continue with operations as normal.

9.24. Supervisor of Flying (SOF) Operating from the Tower. SAFB/MAA Tower does not have a SOF program.

9.25. Taking of Photographs. Cameras will not be carried into restricted areas supporting Protection Level 1, 2, or 3 resources, unless the 375 AMW/Public Affairs (PA) has granted approval in writing. Photography of any restricted area is prohibited unless approved by 375 AMW/PA. See AFI 31-101_AMCSUP_SCOTTAFBSUP, *Integrated Defense (FOUO)* for specific details. Personnel can request temporary or permanent waivers to this restriction. Procedures are outlined in AFI 31-101_AMCSUP_SCOTTAFBSUP.

9.26. Night Vision Devices. Scott Air Traffic Control Tower does not utilize Night Vision Devices.

9.27. Transient Aircraft Pilot Briefings.

9.27.1. The AM will:

9.27.1.1. Brief all transient pilots departing SAFB on airfield advisories, construction activities, snow removal operations and other events that may affect aircraft movement on the airfield.

9.27.1.2. Brief transient pilots departing the base of current BWCs.

9.28. Hazardous Air Traffic Reports (HATRS).

9.28.1. A HATR may be filed by anyone who witnesses an incident, which in their opinion reflects a hazardous air traffic situation.

9.28.2. The ATCT will notify the AOF/CC, Chief Controller, or their designated representative immediately upon notification of a HATR incident.

9.28.3. AMC/A3A must be notified of any incident that may evolve to a HATR condition within 8 hours of the event.

9.28.4. The HATR process will be completed IAW AFI 13-204, AMC supplement and AFI 91-202, *The US Air Force Mishap Prevention Program*. Any condition, which may not constitute a HATR, but is still a safety concern, may be filed under the Safety Hazard Report. An example of when a HATR is filed is if an aircraft had to substantially deviate from its normal flight path due to an incident.

9.29. Prescribed and Adopted Forms.

9.29.1. Prescribed Forms: No forms prescribed

9.29.2. Adopted Forms.

DD Form 175, *Military Flight Plan*

DD Form 1801, *DOD International Flight Plan*

DD Form 2400, *Civil Aircraft Certificate of Insurance*

DD Form 2401, *Civil Aircraft Landing Permit*

DD Form 2402, *Civil Aircraft Hold Harmless Agreement*

AF Form 110, *Individual Incident Reference Record*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 483, *Certificate of Competency*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1199, *Air Force Entry Control Card*

AF Form 1313, *Driver Record*

AFTO Form 277, *Results of Runway Braking Test*

AMC Form 16, *Request for Airfield and Airspace Criteria Waiver*

FAA Form 5280-7, *Airfield Visual Aid Safety Placard*

FAA Form 7233-1, *Department of Transportation FAA Flight Plan*

FAA Form 7460-1, *Notice of Proposed Construction or Alteration*

GARY P. GOLDSTONE, Colonel, USAF
Commander, 375th Air Mobility Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 24 January 2007

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AFI 32-1044, *Visual Air Navigation Systems*, 14 March 1994

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AFI 11-208_IP, *Department of Defense Notice to Airmen (NOTAM) System*, 1 August 2004

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ETL 04-2, *Standard Airfield Pavement Marking Schemes*

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FAA Advisory Circular 150/5300-13, *Airport Design*, 29 September 1989

FAA Advisory Circular 150/5340-1J, *Standards for Airport Markings*, 29 April 2005

FAA Advisory Circular 150/5340-18E, *Standards for Airport Sign Systems*, 12 September 2008

FAA Advisory Circular 150/5340-24, *Runway and Taxiway Edge Lighting Systems*,

FAA Advisory Circular 150/5370-2E, *Operational Safety on Airports During Construction*, 17 January 2003

FAA Order JO 6850.5C, *Maintenance of Lighted Navigational Aids*, 27 March 1995

FAA Order JO 7110.65T, *Air Traffic Control*, 11 February 2010

FAA Order JO 7930.2M, *Notices to Airmen (NOTAM)*, 25 September 2008

FAA Part 139, *Airport Certification*

Federal Aviation Regulation Part 77, *Objects Affecting Navigable Airspace*

Federal Aviation Regulation Part 139, *Certification and Operations: Land Airports Serving Air Carriers*

CFR Title 14, Part 21 *Electronic Code of Federal Regulation*

Abbreviations and Acronyms

AC—Aircraft Commander

AFB—Air Force Base

AFI—Air Force Instruction

AFJPAM—Air Force Joint-Service Pamphlet

AFJMAN—Air Force Joint-Service Manual

AFM—Airfield Manager

AFSS—Automated Flight Service Station

AGL—Above Ground Level

AICUZ—Air Installation Compatible Use Zone

AM—Airfield Management

AMC—Air Mobility Command

AMW—Air Mobility Wing

AOA—Airport Operations Area

AOB—Airfield Operations Board

AOC—Air Operations Center

AOF—Airfield Operations Flight

ARCH—Area Rescue Consortium of Hospitals

ARTCC—Air Route Traffic Control Center

ARW—Air Refueling Wing

ASR—Airport Surveillance Radar

ATC—Air Traffic Control

ATCALS—Air Traffic Control Approach Landing Systems

ATCT—Air Traffic Control Tower

ATIS—Automatic Terminal Information System

AW—Airlift Wing

BASH—Bird Aircraft Strike Hazard

BWC—Bird Watch Condition

CC—Commander

CES—Civil Engineer Squadron

CFR—Code of Federal Regulation

CMA—Controlled Movement Area

CP—Command Post

CS—Communication Squadron

DOD—Department of Defense

DME—Distance Measuring Equipment

DRM—Distance Remaining Markers

DV—Distinguished Visitor

EAL—Entry Authority List

ECP—Entry Control Point

ELT—Emergency Locator Transmitter

ETA—Estimated Time of Arrival

ETD—Estimated Time of Departure

FAA—Federal Aviation Administration

FAAO—Federal Aviation Administration Order

FCF—Functional Check Flight

FLIP—Flight Information Publication

FOD—Foreign Object Damage

GC—Ground Control

GPS—Global Positioning System

HIRL—High Intensity Runway Light

HQ—Headquarters

IAW—In Accordance With

IC—Incident Commander

IFR—Instrument Flight Rules

ILS—Instrument Landing System

KBLV—Airport Code for SAFB/MAA

L—Local (Time)

LOP—Letter of Procedure

MAA—MidAmerica Airport

MALSR—Medium Approach Lighting System with Runway Alignment Lights

MAM—MidAmerica Airport Management

MOCC—Maintenance Operations Control Center

MSL—Mean Sea Level

NAVAIDS—Navigational Aids

NM—Nautical Mile

NOTAM—Notices to Airmen

OG—Operations Group

OSS—Operations Support Squadron

PAPI—Precision Approach Path Indicators

PAR—Precision Approach Radar

PCAS—Primary Crash Alarm System

PMI—Preventive Maintenance Inspection

PPR—Prior Permission Required

RCR—Runway Condition Reading

RNAV—Radar Navigation

RSA—Runway Safety Area

RSC—Runway Surface Condition

RWY—Runway

SAFB—Scott Air Force Base

SC—Senior Controller

SCN—Secondary Crash Net

SFS—Security Forces Squadron

STL—St. Louis

SWIC—Southwestern Illinois College

TACAN—Tactical Air Navigation

TA—Transient Alert

TERPS—Terminal Instrument Procedures

TRACON—Terminal Radar Approach Control

TWY—Taxiway

UFC—Unified Facilities Criteria

UHF—Ultra High Frequency

USAF—United States Air Force

USTRANSCOM—United States Transportation Command

VFR—Visual Flight Rules

VHF—Very High Frequency

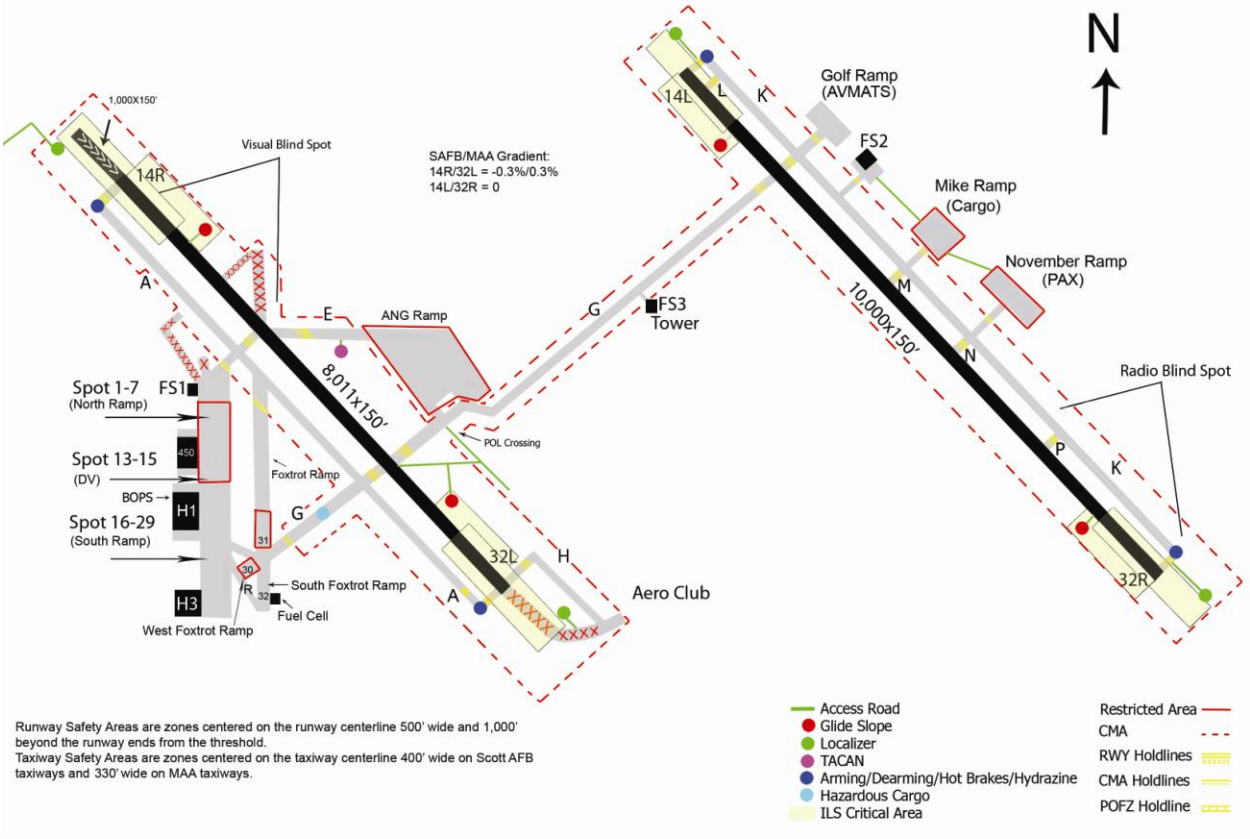
VORTAC—VOR and TACAN Navigational Facilities – Collocated

WS—Watch Supervisor

Attachment 2

AIRFIELD DIAGRAM

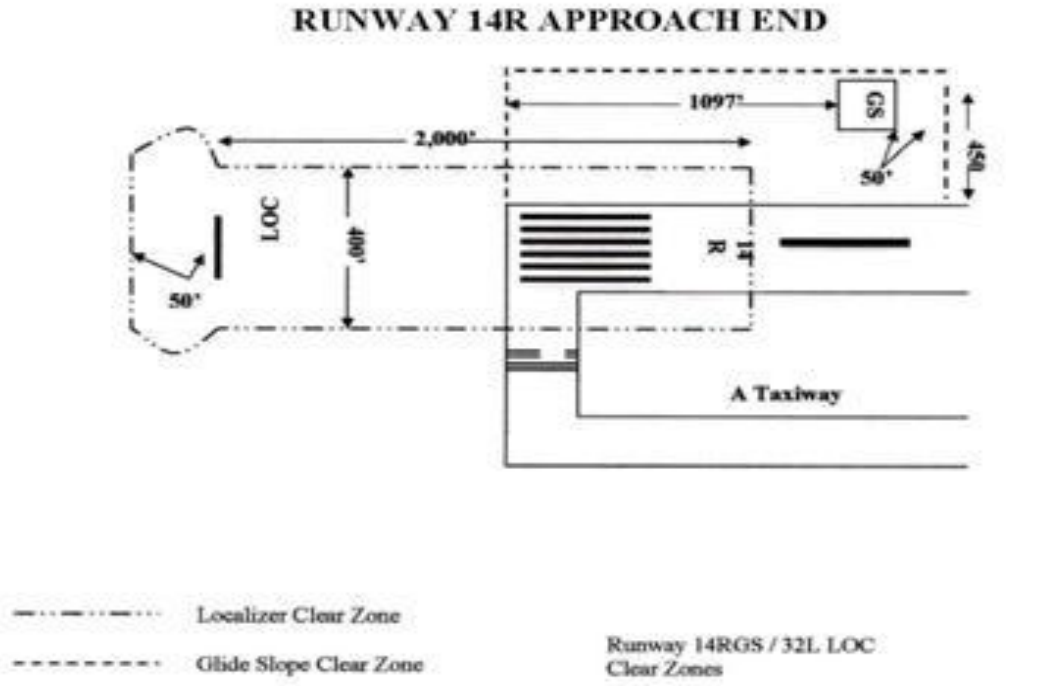
Figure A2.1. Airfield Diagram.



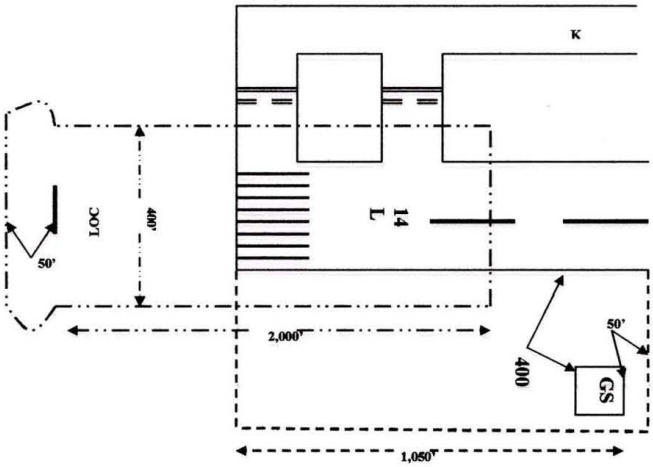
Attachment 3

ILS CRITICAL AREAS

Figure A3.1. ILS Critical Areas.



RUNWAY 14L APPROACH END

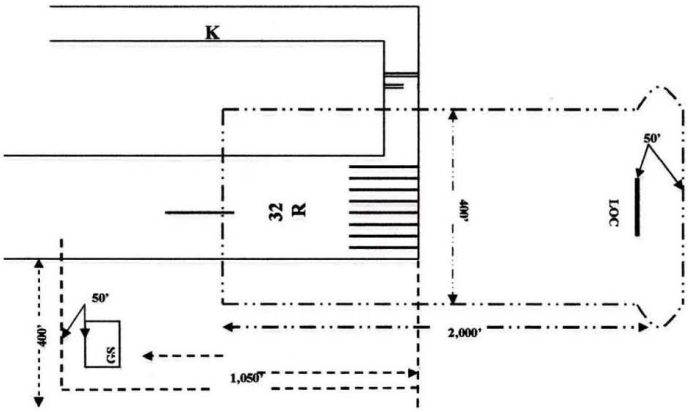


Localizer Clear Zone

Glide Slope Clear Zone

Runway 14L GS / 32R LOC Clear Zones

RUNWAY 32R APPROACH END



Localizer Clear Zone

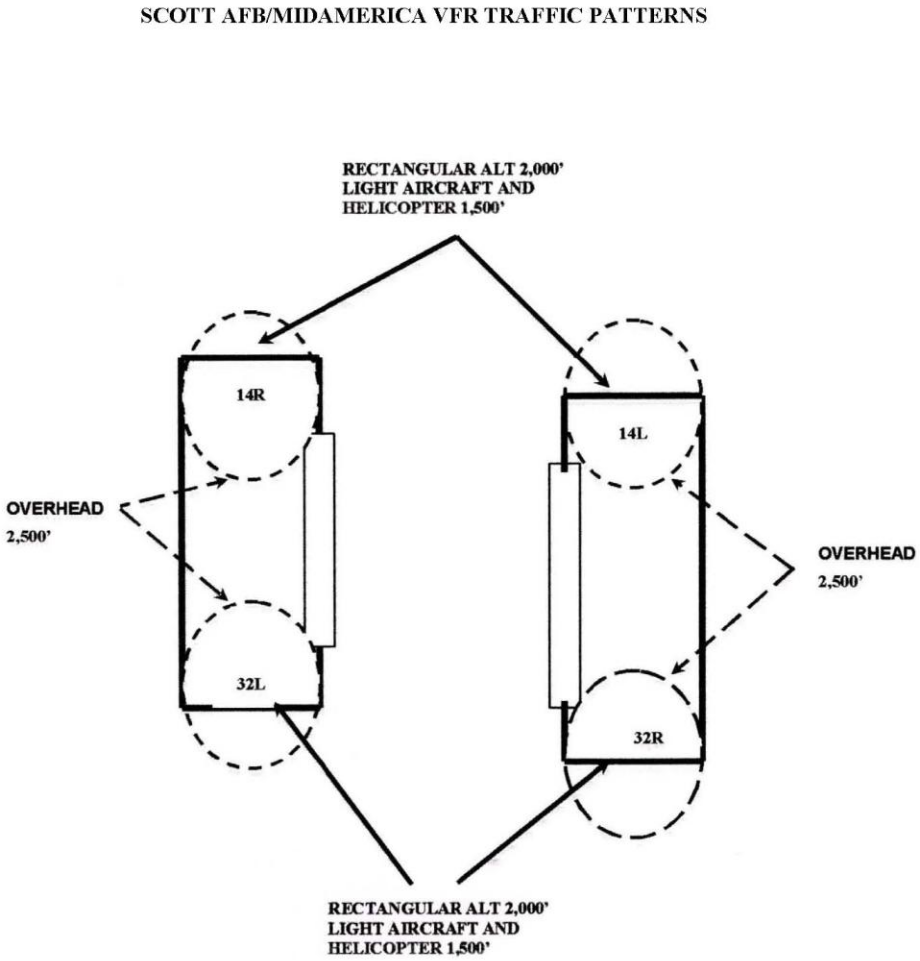
Glide Slope Clear Zone

Runway 32R GS / 14L LOC Clear Zones

Attachment 4

SCOTT AFB/MIDAMERICA VFR TRAFFIC PATTERNS

Figure A4.1. Scott AFB/MidAmerica VFR Traffic Patterns.



Attachment 5

AIRCRAFT PARKING SPOT COORDINATES

Figure A5.1. Aircraft Parking Spot Coordinates.

GEODETIC COORDINATES FOR AIRCRAFT PARKING		
PARKING SPOTS	**LATITUDE**	**LONGITUDE**
1	N 38° 32.62'	W 89° 51.46'
2	N 38° 32.60'	W 89° 51.46'
3	N 38° 32.58'	W 89° 51.46'
4	N 38° 32.56'	W 89° 51.46'
5	N 38° 32.54'	W 89° 51.46'
6	N 38° 32.52'	W 89° 51.46'
7	N 38° 32.50'	W 89° 51.46'
8	N 38° 32.48'	W 89° 51.46'
9	N 38° 32.47'	W 89° 51.46'
10	N 38d 32.45'	W 89° 51.46'
11	N 38° 32.43'	W 89° 51.46'
12	N 38° 32.41'	W 89° 51.46'
13-13A	N 38° 32.38'	W 89° 51.45'
14-14A	N 38° 32.35'	W 89° 51.45'
15-15A	N 38° 32.32'	W 89° 51.45'
16 through 18	N 38° 32.24'	W 89° 51.45'
19 through 21	N 38° 32.21'	W 89° 51.46'
22 through 24	N 38° 32.17'	W 89° 51.46'
25 through 27	N 38° 32.14'	W 89° 51.46'
28 and 29	N 38° 32.12'	W 89° 51.46'
Hot Spot 1 (Golf Taxiway)	N 38° 32.36'	W 89° 51.08'
West Fox	N 38° 32.22'	W 89° 51.35'

ANG A1 – A3	N 38° 32.6'	W 89° 50.6'
ANG A4	N 38° 32.7'	W 89° 50.8'
ANG A5 – A8	N 38° 32.7'	W 89° 50.9'
ANG B1 – B2	N 38° 32.7'	W 89° 50.8'

RUNWAY THRESHOLD COORDINATES:

14R: N38 Degrees 33 Minutes 06.59 Seconds **14L**: N38 Degrees 33 Minutes 22.33 Seconds W89 Degrees 51 Minutes 42.98 Seconds W89 Degrees 50 Minutes 00.59 Minutes

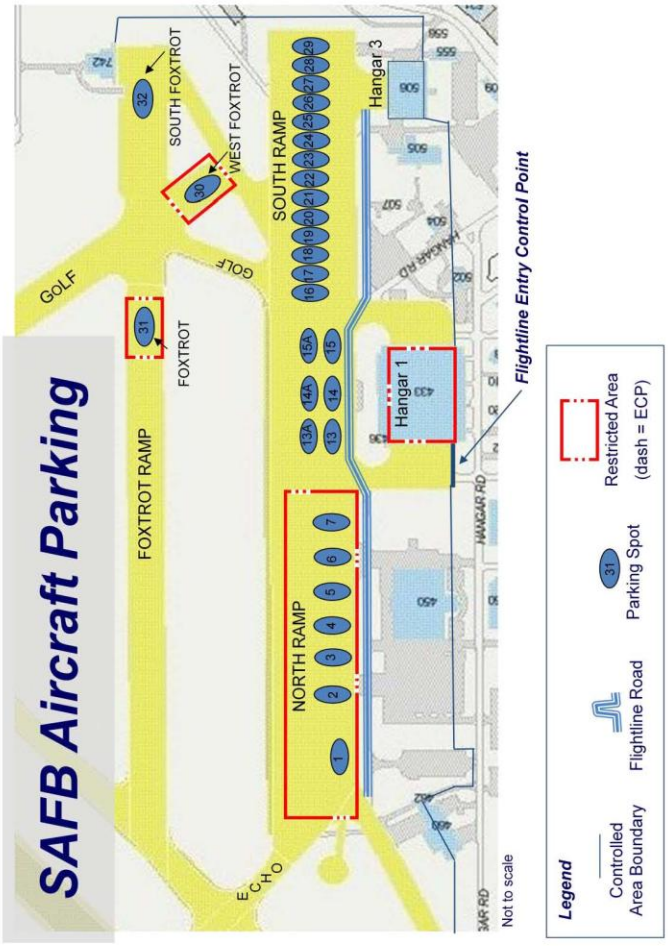
32L: N38 Degrees 32 Minutes 09.19 Seconds **32R**: N38 Degrees 32 Minutes 10.56 Seconds W89 Degrees 50 Minutes 33.71 Seconds W89 Degrees 48 Minutes 34.04 Seconds

DISPLACED THRESHOLD RUNWAY 32L: N38 Degrees 32 Minutes 10.63 Seconds W89 Degrees 50 Minutes 35.44 Seconds

Attachment 6

SCOTT AIRFIELD PARKING LOCATIONS

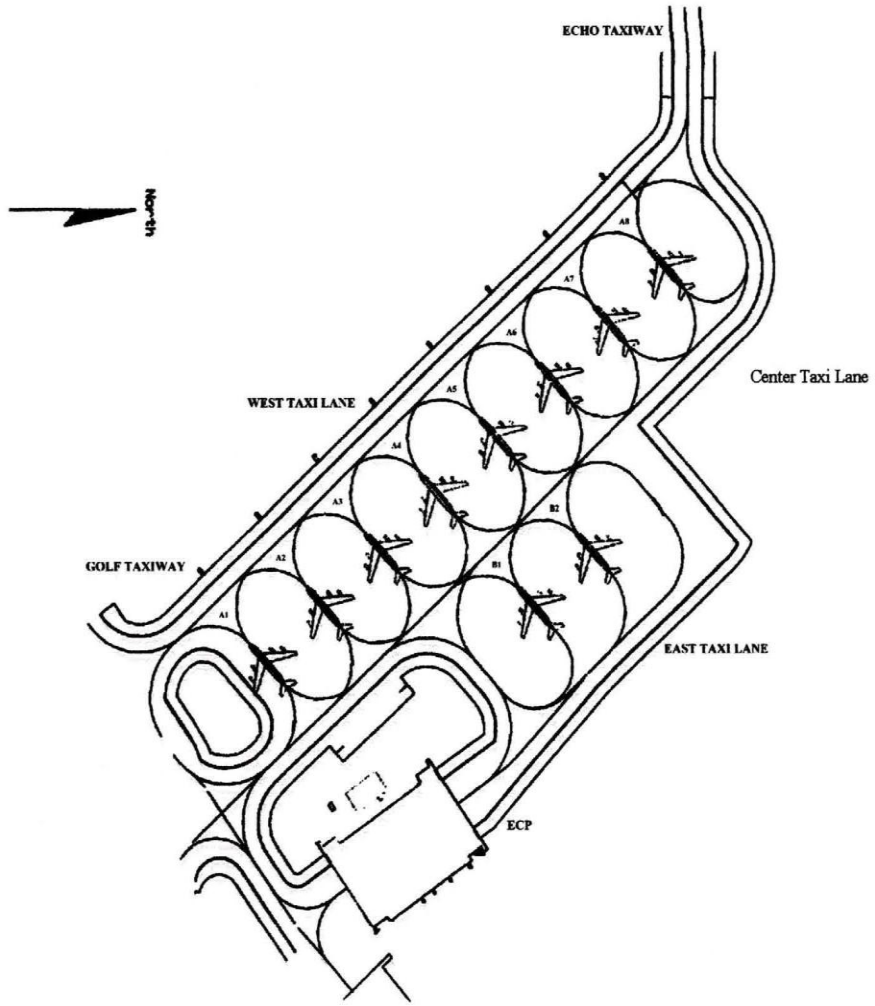
Figure A6.1. Scott Airfield Parking Locations.



Attachment 7

126 ARW RAMP PARKING LOCATIONS

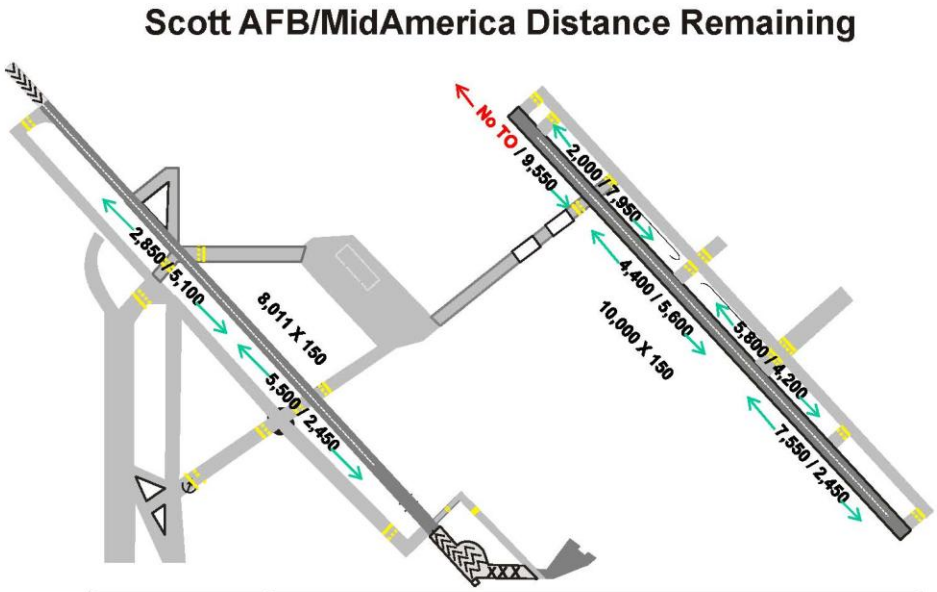
Figure A7.1. 126 ARW Ramp Parking Locations.



Attachment 8

INTER DIAGRAM

Figure A8.1. Inter Diagram.



	Feet Available			
Taxiway	**Runway 14L**	**Runway 32R**	**Runway 14R**	**Runway 32L**
E	N/A	N/A	5,100	2,850
G	7,950	2,000	2,450	5,500
L	9,550	No Take-off (TO)	N/A	N/A
M	5,600	4,400	N/A	N/A
N	4,200	5,800	N/A	N/A
P	2,450	7,550	N/A	N/A

Attachment 9

AIRSPACE DIAGRAM

Figure A9.1. Airspace Diagram.